

# Northern Bedford County Elementary Student and Parent Handbook

2018-2019



## Little Panther Handbook

To Students and Parents:

Welcome to Northern Bedford County Elementary for this year's school term. We hope the new school year will be one of academic achievement and social/emotional growth.

A school is a community of children brought together for shared learning experiences. These experiences are enhanced when children, parents, and school employees share common expectations for academic learning, social interactions, and standards of behavior.

This handbook has been prepared in order to give parents a concrete source of information as to the services offered and an outline of the policies and regulations essential to the efficient operation of our elementary school.

The policies and student handbook have been approved through action by the School Board and remain in effect until revised or withdrawn. Information for administrative procedures is included to implement board policies and provide structure for activities that affect students and their parents.

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

We hope that this handbook will aid the parent in guiding the children along the path of a happy journey through their school experiences.

You are invited to visit our school and consult your child's teacher and other school personnel when we can be of service to you. Please become familiar with the contents of this handbook. It assists in helping to understand procedures and processes that facilitate cooperation between students, parents, and school personnel. The principal and teachers review details in the Student Handbook with all students during the first week of school. To acknowledge receipt of the handbook and to indicate that you agree to abide by the provisions outlined herein, you will check the student handbook box on the online enrollment form as part of the yearly online student registration process.

Best wishes for great school year!

*Trevor M. Replogle*  
Elementary Principal

## MISSION STATEMENT

The mission of the Northern Bedford County School District is to uphold high standards to educate each student for life as a responsible member of a global society.

## BELIEF STATEMENTS

1. Learning is a lifelong process.
2. Parents or primary care givers are a child's earliest teachers and remain critical influences.
3. All children can learn.
4. Every child deserves the best educational opportunity the school district can provide.
5. The developmental processes of pre-school children are enhanced through school-based early childhood program services.
6. Learning is a shared responsibility among students, teachers, parents, and community.
7. School is a focal point of the community.
8. The school is a moral force that both shapes and reflects community values.
9. A safe, orderly, and disciplined environment is essential for learning.
10. Curriculum and instruction must address the differing needs and learning styles of each student.
11. The high school diploma represents the acquisition of a core of academic skills.
12. The school strives to lead the community in the use of modern technology.
13. The school fosters an environment that builds positive relationships among all students.
14. The school stresses appreciation of the varied cultural influences that shape the world.
15. All school personnel serve as positive role models.
16. The school provides a caring influence that promotes emotional stability.
17. Education is essential for career preparation.

### Northern Bedford County School Board

Randy A. Wiand, President  
Teri L. Biddle, Secretary\*  
Michael W. Miller  
Ralph R. Scott  
Chad W. Mickle

John L. Eshelman, Vice-President  
Tammy L. Reasy, Treasurer  
Steven F. Cottle  
C. David Potchak  
W. David Chisholm

Attorney Patrick J. Fanelli, Solicitor\*

\*Non-Member

## DAILY SCHEDULE

7:45 AM.....	School Opens
7:45 to 8:00 AM.....	Bus Arrival
7:50 to 8:15 AM.....	Breakfast Served
8:15 AM.....	Classes Begin
11:00 AM to 12:30 PM.....	Lunch Served
3:00 PM.....	Student Dismissal

TARDY ABSENCE = Student arrival after 8:15 AM.  
HALF DAY ABSENCE = Student arrival between 10 AM and 1:10 PM.  
Departure before 1:10 PM.

The schedule days are designated A, B, C, D, E, and F. The first day will be Day A, the second B, and continuing through the cycle without regard to the day of the week. The day will be designated on the monthly calendars.

### Pre-Kindergarten

PK - AM.....	8:00-11:00
PK - PM.....	12:00-3:00
Head Start.....	7:45-3:00

## TWO HOUR DELAY SCHEDULE NO BREAKFAST SERVED

9:45 AM.....	School Opens
9:45 to 10:00 AM.....	Bus Arrival
10:10 AM.....	Classes Begin
11:00 AM to 12:30 PM.....	Lunch Served
3:00 PM.....	Student Dismissal

### Pre-School Schedules for Delays and Early Dismissals

#### **Two Hour Delay –**

AM Pre-School reports from 10:00 AM – 12:00 Noon

PM Pre-School reports from 1:00 – 3:00 PM

#### **Two Hour Early Dismissal –**

AM Pre-School reports from 8:00 – 10:00 AM

PM Pre-School reports from 11:00 AM – 1:00 PM

Note: **STUDENT SUPERVISION BEGINS AT 7:45 IN THE MAIN ENTRY CORRIDOR. FOR THE SAFETY OF THE STUDENTS, STUDENTS SHOULD NOT ARRIVE BEFORE 7:45.** To avoid disruptions to bus parking and loading/unloading of students, parents and other family members providing private transportation between 7:45 and 8:10 am and 2:45 and 3:15 pm are to deliver/pickup students at the end of the double walkway located on the south side of the building.

## ADMINISTRATIVE STAFF

	<u>Phone</u>	<u>Email address</u>
Mr. Todd B. Beatty <b>Superintendent</b>	814-766-2221 x4702	<a href="mailto:tbeatty@nbcasd.org">tbeatty@nbcasd.org</a>
Mr. Trevor Replogle <b>Elementary Principal</b>	814-766-2221 x4783	<a href="mailto:treplogle@nbcasd.org">treplogle@nbcasd.org</a>
Mrs. Lindsay Cherry <b>Special Education Coordinator</b>	814-766-2221 x4736	<a href="mailto:lcherry@nbcasd.org">lcherry@nbcasd.org</a>
Ms. Starla Snyder <b>District School Nurse</b>	814-766-2221 x4716	<a href="mailto:ssnyder@nbcasd.org">ssnyder@nbcasd.org</a>

## OFFICE STAFF

	<u>Voicemail</u>	<u>Email address</u>
Mrs. Stacy Pressel <b>Elementary Principal's Secretary</b>	4783	<a href="mailto:spressel@nbcasd.org">spressel@nbcasd.org</a>
Mrs. Renee Mellott <b>Food Service Secretary</b>	4789	<a href="mailto:rmellott@nbcasd.org">rmellott@nbcasd.org</a>
Mr. Lewis Elias <b>School Counselor</b>	4774	<a href="mailto:lelias@nbcasd.org">lelias@nbcasd.org</a>
Mrs. Jaime Irvin <b>School Psychologist</b>	4772	<a href="mailto:jirvin@nbcasd.org">jirvin@nbcasd.org</a>
Ms. Kim Samuel <b>Elementary School Nurse</b>	4786	<a href="mailto:ksamuel@nbcasd.org">ksamuel@nbcasd.org</a>

## ELEMENTARY SCHOOL FACULTY

<u>Classroom Teachers</u>		<u>Phone extension – (814) 766-2221</u>	<u>Email address</u>
PK4A/PK4B	Mrs. Ewart	4327 .....	<a href="mailto:lewart@nbcasd.org">lewart@nbcasd.org</a>
PK4E	Mrs. High	4309 .....	<a href="mailto:chigh@nbcasd.org">chigh@nbcasd.org</a>
KA	Mrs. Clark	4308 .....	<a href="mailto:kclark@nbcasd.org">kclark@nbcasd.org</a>
KB	Mrs. Gable	4325 .....	<a href="mailto:lgable@nbcasd.org">lgable@nbcasd.org</a>
KC	Miss Rhodes	4326 .....	<a href="mailto:arhodes@nbcasd.org">arhodes@nbcasd.org</a>
1A	Mrs. Brockus	4333 .....	<a href="mailto:sbrockus@nbcasd.org">sbrockus@nbcasd.org</a>
1B	Mrs. Foley	4339 .....	<a href="mailto:jfoley@nbcasd.org">jfoley@nbcasd.org</a>
1C	Mrs. Zanella	4335 .....	<a href="mailto:bzanella@nbcasd.org">bzanella@nbcasd.org</a>
1D	Mrs. Gartland	4337 .....	<a href="mailto:mgartland@nbcasd.org">mgartland@nbcasd.org</a>
2A	Mrs. Aungst	4340 .....	<a href="mailto:jaungst@nbcasd.org">jaungst@nbcasd.org</a>
2B	Mrs. Stern	4325 .....	<a href="mailto:bstern@nbcasd.org">bstern@nbcasd.org</a>
2C	Miss Swindell	4336 .....	<a href="mailto:kswindell@nbcasd.org">kswindell@nbcasd.org</a>
3A	Mrs. Banaszak	4313 .....	<a href="mailto:abanaszak@nbcasd.org">abanaszak@nbcasd.org</a>
3B	Mrs. Hazenstab	4312 .....	<a href="mailto:khazenstab@nbcasd.org">khazenstab@nbcasd.org</a>
3C	Mrs. Zimmerman	4314 .....	<a href="mailto:czimmerman@nbcasd.org">czimmerman@nbcasd.org</a>
4A	Mrs. Blackburn	4319 .....	<a href="mailto:lblackburn@nbcasd.org">lblackburn@nbcasd.org</a>
4B	Mr. Wasilko	4317 .....	<a href="mailto:mwasilko@nbcasd.org">mwasilko@nbcasd.org</a>
4C	Mrs. Wright	4316 .....	<a href="mailto:kwright@nbcasd.org">kwright@nbcasd.org</a>
5A	Mrs. Baur	4318 .....	<a href="mailto:pbaur@nbcasd.org">pbaur@nbcasd.org</a>
5B	Mrs. Twigg	4322 .....	<a href="mailto:ktwigg@nbcasd.org">ktwigg@nbcasd.org</a>
5C	Mrs. Wingard	4320 .....	<a href="mailto:mwingard@nbcasd.org">mwingard@nbcasd.org</a>
LS	Mrs. Heuston	4331 .....	<a href="mailto:sheuston@nbcasd.org">sheuston@nbcasd.org</a>
LS	Mr. Hileman	4311 .....	<a href="mailto:thileman@nbcasd.org">thileman@nbcasd.org</a>
LS	Mrs. Wiand	4310 .....	<a href="mailto:vwiand@nbcasd.org">vwiand@nbcasd.org</a>
LS	Mrs. Lingenfelter	4331 .....	<a href="mailto:klingenfelter@nbcasd.org">klingenfelter@nbcasd.org</a>
Speech	Miss Ake	4328 .....	<a href="mailto:hake@nbcasd.org">hake@nbcasd.org</a>

<u>Specials</u>		<u>Phone extension – (814) 766-2221</u>	<u>Email address</u>
Mrs. Brown	Library	4352 .....	<a href="mailto:pbrown@nbcasd.org">pbrown@nbcasd.org</a>
Mr. Brumbaugh	Phys Ed	4347 .....	<a href="mailto:jbrumbaugh@nbcasd.org">jbrumbaugh@nbcasd.org</a>
Mrs. Parrilla	Art	4330 .....	<a href="mailto:jparrilla@nbcasd.org">jparrilla@nbcasd.org</a>
Mrs. Dilling	Computer	4329 .....	<a href="mailto:bdilling@nbcasd.org">bdilling@nbcasd.org</a>
Mrs. Jones	Music/Gifted/ESL	4341 .....	<a href="mailto:ajones@nbcasd.org">ajones@nbcasd.org</a>

<u>Title I Reading</u>		<u>Phone extension – (814) 766-2221</u>	<u>Email address</u>
Mrs. McKnight		4332 .....	<a href="mailto:kmcknight@nbcasd.org">kmcknight@nbcasd.org</a>
Mrs. Frederick		4307 .....	<a href="mailto:mfrederick@nbcasd.org">mfrederick@nbcasd.org</a>

<u>Math Specialist</u>		<u>Phone extension – (814) 766-2221</u>	<u>Email address</u>
Mrs. Troutman		4311 .....	<a href="mailto:ktroutman@nbcasd.org">ktroutman@nbcasd.org</a>



## SCHEDULE FOR MAKE-UP DAYS

School closings will be made up in the order of the following dates: November 27, 2018; February 15, 2019; April 23, 2019; February 18, 2019; April 22, 2019; May 15, 2019. Additional days will be made up at the end of the school year.

## SCHOOL CANCELLATIONS AND DELAYS

In the event of inclement weather or other unforeseen emergency, school may be canceled or delayed in starting. Information regarding the cancellations or delays will be phoned to several area radio and television stations for broadcast. The radio stations contacted include: WBFD/WAYC/WBVE/WHJB in Bedford; WSKE/WZSK in Everett, and WVAM/WPRR and WALY/WFBG/WFGY/WMAJ in Altoona. Television stations WJAC and WTAJ are also contacted. The radio and television stations will have current information. Families will also receive notification through the District's automated phone notification system for delays, cancellations, and unplanned early dismissals. Cancellation, delay, and early dismissal information may also be accessed by dialing the school's phone number at 766-2221 or (800) 303-7125 for those living in the Hopewell and Everett phone exchanges and then selecting 9 and then 1 from the menus. **School cancellations will be posted on the district website [www.nbcsd.org](http://www.nbcsd.org).**

Please do not phone the elementary office directly to obtain this information as office personnel may be busy with making the necessary arrangements in the event of changes to the school schedule. During two-hour delayed openings, you can expect your bus to arrive approximately two hours later than scheduled. Breakfast is not served on those days.

## **ACADEMICS**

### CLASSROOM ASSIGNMENTS

To equalize class enrollments the following factors are considered.

- Gender ratio
- Special program enrollments
- Student academic, social, and emotional needs
- Teacher recommendation
- Similar considerations are applied for students enrolled after the first day of the school term. The principal finalizes all class assignments. Classroom rosters are published in area newspapers in August.

### EARLY CHILDHOOD PROGRAMS

Northern Bedford County School District provides a Pre-Kindergarten program for four year old children. Morning and afternoon half-day sessions are taught five days a week. The school district provides one-way transportation for students. Students must be four years old by September 1 to be enrolled in the PK-4 program.

### EDUCATIONAL SUPPORT/CO-TEACHING

The Pennsylvania Department of Education stipulates that each elementary aged student who experiences academic difficulty will have access to instructional support in regular education. The educational support process is composed of assessment and intervention procedures that are used to assure students receive effective instructional programs, as well as other school services, that will meet their learning needs prior to referral for multi-disciplinary evaluation. The practice of co-teaching is used as an instructional delivery approach in which classroom teachers and learning support teachers or math and reading specialists share responsibility for planning, delivery, and evaluation of instructional techniques for groups of heterogeneous and homogenous students.



## GRADING – Academic Proficiency:

A – Advanced .....	94%-100%
B – Proficient .....	87%-93%
C – Basic .....	78%-86%
D – Below Basic .....	70%-77%
F – Below Basic .....	0-69%

E – Excellent

M – Meets Expectations

SP – Shows Progress

NI – Needs Improvement

Blank – Not tested at this time

## GRADE LEVEL RETENTION

The student's teacher and principal will review each child's academic progress with the parent. Social and emotional factors, age, and other circumstances will be taken into account when retention is being considered. To ensure that students and parents are aware of possible retention because of failing grades, written notice of deficiencies are provided to parents at the end of the first semester. Elementary students may not receive academic credit for school days or classes if twenty-five (25) or more days are missed. (School Board Attendance Policy)

## HOMEWORK GUIDELINES

Homework is assigned to extend practice time and application of skills and concepts presented in class. Students are responsible for writing down their assignments, taking instructional resources home that are needed for the assignments, completing the assignments, and returning them to class.

Parents are encouraged to schedule a time for homework, monitor student agendas, provide a quiet area for study, assist in completing the work if the child is unable to proceed without guidance, and review it for accuracy and completeness.

To meet the rigors of our current academic standards, parents can expect that homework will require per night (Monday –Thursday):

- about 30 minutes for 1<sup>st</sup> and 2<sup>nd</sup> grades
- about 45 minutes for 3<sup>rd</sup> and 4<sup>th</sup> grades
- about 60 minutes for 5<sup>th</sup> grade.

If the student has frequent difficulty in doing the work or has no homework for several days, contact the teacher.

## PARENT INFORMATION CONTACT FOLDERS

Each student receives a parent information contact folder. Folders are to be used daily to transport important homework and school information.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled to formally review the progress report at the end of the first nine-week marking period. Conferences may be scheduled at the request of the parent and/or teacher, nurse, or administrator at other times during the year to discuss issues relating to achievement, behavior, or special concerns.

## PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE

The Presidential Award is awarded at the end of the fifth grade year to the top ten percent of students with the highest GPA for grades three, four and five in Language Arts, Math, Science, and Social Studies.

## PSYCHOLOGICAL TESTING

Students demonstrating high levels of achievement or experiencing moderate academic delays and/or social/emotional problems may be referred for psychological testing. Sufficient reason for testing is determined by the Educational Support Team composed of teachers, parents, psychologist, guidance counselor and principal.

## REPORT CARDS

Report cards for students in grades K-5 will be issued four times per school year. Pre-Kindergarten progress reports will be issued three times per school year.

Standards-based report cards list the most important skills students need to learn in each subject at specific grade levels.

On the report card, parents will learn whether or not their child is **Advanced** – meaning that the child has exceeded the standards, **Proficient** – meaning that the child has met grade-level standards, **Basic** – meaning that the child is approaching the standards, **Below Basic** – meaning that the child has not met the standards. The report card will also provide information on student work habits.

## HONOR ROLL

Students in second through fifth grades are eligible for Honor Roll status each marking period. Honor roll is achieved by attaining a grade point average for the marking period of 94 percent or higher.

## ACHIEVEMENT AWARD

This award is given to second through fifth grade students who have improved their grade point average by 3 points during a marking period.

## RESIDENCY, CHANGE IN

Students living in families who change residency within the district will continue to be assigned to the same classroom. Students who move from the district and return at a later time during the same school term will be reassigned to their original classroom if possible.

Parents moving from the district are requested to notify the principal at least three days before the planned change in residency. Student school records will be forwarded after the new school district submits a request of transfer.

## SPECIAL SERVICES

### **Gifted Education:**

The Northern Bedford County School District conducts screenings and evaluations for children who are thought to be gifted and in need of gifted education. The first contact for parents would be your child's teacher if there is a question about your child's abilities.

Gifted programming is operated by the school district and focuses on enrichment and acceleration activities that supplement the regular education program. Instructional services are provided through direct instruction,

consultation, and classroom enrichment.

Copies of the parent rights and confidentiality issues are provided to parents when the evaluation process starts.

**Special Education:**

The Northern Bedford County School District is committed to educating all special needs students by offering appropriate programming within the least restrictive environment. The Individuals with Disabilities Improvement Education ACT of 2004 (IDEIA) requires that every state and its localities make available a free appropriate public education for all children with disabilities aged 3 to 21.

If a parent has a concern regarding their child's educational abilities, the first contact would be your child's teacher.

The following services are provided by the Northern Bedford County School District.

- **Northern Bedford County School District currently operates the following programs:**
- Elementary Learning Support
- Middle School Learning Support
- Secondary Learning Support
- Autistic Support
- Speech/Language Support
- Emotional Support
- Psychological Services
- Transition Program

**Northern Bedford County School District contracts the following services through Appalachia Intermediate Unit 08:**

- Hearing Support
- Visually Impaired Support
- Preschool Transition Program
- Consultations
- On-site Trainings

**Northern Bedford County School District contracts the following services through CAMCO:**

- Occupational Therapy
- Physical Therapy

**Northern Bedford County School District works in conjunction with neighboring school districts:**

- Life Skills Support (Primary)--Chestnut Ridge School District
- Life Skills Support (Elem/Middle)--Bedford Area School District
- Life Skills Support (Secondary)--Everett Area School District

## **English as a Second Language:**

The PA Department of Education requires that families of all public school children respond to a Home Language Survey. If a language other than English is spoken in the home (English can be spoken in the home as well), the ESL teacher will evaluate the child's level of English proficiency in the domains of reading, writing, speaking, listening, and comprehension.

The W-APT (WIDA ACCESS Placement Test) is the tool used by Pennsylvania public schools to determine a student's level of proficiency in using English in academic settings. The teacher combines the results of this test with input from teachers and family to determine eligibility for ESL services.

Title I remedial reading instruction is provided to students in pre-kindergarten through fifth grade.

Special instruction is provided to students requiring assistance in acquiring proficiency in speech and language communications. The length, duration, and focus of the instructional program are established in the development of the individual education program (IEP).

Special programs are available for students identified as needing learning support. Individual education programs (IEP) are developed through a team effort to address the learning needs of each student.

## **STUDENT RECORDS**

The collection and maintenance of records are important functions in serving the educational needs and interests of students and society. Accordingly, the Northern Bedford County Schools keep records of students in the school where the students attend. Those records, which are under the custody of the principal, are open, upon reasonable notice, to the inspection of parents or guardians, or eligible students in the presence of a principal or guidance counselor. The principal may require that the request for inspection be in writing. Also having access to students' records are the students' current teachers, guidance counselor, school nurse, school psychologist, principal, superintendent, or any other person duly authorized by position or task to review them.

If there is an objection to any material in the students' record, a written statement of such must be filed with the principal who will schedule a conference to resolve the objection. Should the objection not be resolved at that level, the school district's policy regarding student records provides an appeal to the matter.

## **TEXTBOOKS and SUPPLIES**

All textbooks, workbooks, and instructional materials are provided by school board policy and funding sources. Students' names and homeroom numbers are written in each textbook received. Students are expected to take good care of these items while using them in school and at home. Parents of children who damage, destroy, or lose instructional materials are responsible for replacement costs.

## **VISITATION**

Parent visits to the school are welcomed. To schedule a visit, always contact the teacher and/or principal to schedule an appropriate and convenient time for the visit. However, to ensure student safety, all volunteers and other parent visitors are required to register in the administrative office and secure a visitor pass. This is to be returned at the end of the visit. All visitors are to enter the left door at the front of the building to be electronically "buzzed" into the school. All other school doors remain locked all day. If parents bring children to school and need to help them to their classrooms, they should sign in at the office.

### **Visitation – By Animals**

Consideration and permission to bring any animals to visit school must be authorized by the principal.

### School Visitation

Generally, students are not permitted to bring guests to school. The principal may approve a visit under special circumstances. The host student is then responsible for the conduct of the guest at all times.

## **STUDENT SERVICES**

The students of Northern Bedford County Elementary School are provided with many services that are designed to maximize the benefit of the educational program. Students may take advantage of these services to varying degrees according to need. We encourage students to seek out these services when the need arises.

### FOOD SERVICE

Students are encouraged to participate in the school's breakfast and lunch program. Free and reduced rates apply for families who meet eligibility guidelines. Payment is expected on the first day of each week. Timely payment for meal credits is most critical. Breakfast is served from 7:50 to 8:15. Students are to be in their classrooms by 8:20 to begin instruction.

Breakfast and lunch participation is recorded through the use of the 5 digit student ID number. All students packing lunch or wish to purchase an additional milk may do so for \$.50 a half pint and must pay cash. Breakfast and lunch menus are announced in monthly calendars sent home with each student and on the school website.

Parents and guardians are welcome to join their children for an occasional breakfast or lunch. Please call the school office 2 days ahead to make reservations and payment accommodations.

### BIRTHDAY CELEBRATIONS FOR STUDENTS

Birthday celebrations in the classroom are permissible. Individual treats such as pretzel sticks, goldfish crackers, graham cracker sticks, apple slices or baby carrots are just a few ideas. Another option would be small non-food items such as pencils, stickers, or book donations to classroom libraries. We are **not** permitted to allow homemade cookies or cupcakes. If you choose to bring these baked items they must be purchased from a certified kitchen. Please do not bring items that need to be placed in a refrigerator or freezer.

### INVITATIONS

Personal party invitations can be distributed by students if every child in the class receives one. Teachers may share with parents only the student names in their homerooms. No other student information (to include addresses, phone numbers, and email) are given.

### STUDENT LUNCH ACCOUNTS

Payments for lunch credits are accepted daily. Students may submit payment to their homeroom teacher or the elementary school office. Parents are encouraged to use checks and not send cash. The school reserves the right to restrict the types of food brought into the cafeteria, as it is not a restaurant. Soda is specifically prohibited. The cafeteria supervisor has the authority to make seat assignments. The food service coordinator shall monitor deficient amount balances, with particular attention to balances which are increasing.

According to School Policy, deficient balance messages will be generated to parents weekly. For students whose balance has exceeded \$5.00, a telephone message will be generated stating that failure to pay the incurred debt within one week will result in the student receiving a cost effective lunch.

Continued failure to pay the balance outstanding, the Superintendent at his discretion will direct the Food Service Director to file a civil claim at the office of the local District Justice for collection of said account, plus collect the additional fees assessed by the District Justice's Office for the collection of said account.

The cost effective lunch meets all National School Lunch Program (NSLP) nutrition requirements. The meal will include all required NSLP meal components. The entrée component of the meal will consist of a chef salad. The other components will consist of a vegetable, a fruit and a carton of white milk.

Students receiving a cost effective lunch will not have limited entrée choices when participating in the breakfast program.

## HEALTH SERVICES

Health Services – The Health Room is located adjacent to the Elementary office. Students who become ill or who need to see the school nurse may report there after checking with their classroom teacher/supervisor for a pass.

The school nurse is also available for medical consultation at times other than emergencies.

Parent/guardian should administer medication at home whenever possible and should collaborate with their primary care provider to establish medication schedules that minimize administration at school. However, when the schedule coincides with the school day, medication will be given at school under the following guidelines, as established by state and federal laws governing medication administration in the school setting:

1. If medication is necessary during the school day, an “Authorization for Administration of Medication” form must be completed by the medical provider and signed by the parent/guardian.
2. All prescribed medication, including over-the-counter medication, **MUST** be in the original container. Prescription medication **MUST** be in the original pharmacy labeled container. The label must include the name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy; patient’s name; directions for use; name and registration number of the licensed prescriber; prescription serial number; date originally filled; and name of medication and amount dispensed. Medications in plastic bags or containers other than their original pharmacy container are **NOT** acceptable.
3. No more than a thirty (30) school day supply for any one medication should be stored at school.
4. The school nurse, or other licensed school health staff, is responsible to administer medication.
5. The parent/guardian or a responsible adult designated by the parent/guardian **SHOULD** deliver all medication to school. The medication must be in the original container.
6. Emergency medications (i.e., Epi-Pen, inhaler, Glucagon) may be carried by the student and self-administered, if the licensed prescriber indicates this need in writing and considers the student sufficiently responsible and parent/guardian authorizes. The student must also demonstrate to the school nurse the capability for self-administration and responsible behavior in the use of the emergency medication.
7. Except for emergency medications, **ALL** medication will be stored in a locked area and written documentation of the administration of medication will be kept.
8. The school district does not assume responsibility for any reactions that may occur following the administration of medication sent from home, nor can there be any responsibility assumed if the parent/guardian does not send sufficient medication and does not complete the proper medication forms.

9. The "Authorization for Administration of Medication" form must be updated with each new school year, with each new illness, and with any changes in dosage.

### AIDS/HIV EDUCATION

The school nurse provides AIDS/HIV education instruction each year to fifth grade students. The school board approves the course content. Parents may have children excluded from the course by signing the appropriate form, which is provided along with the announcement of the time for the AIDS/HIV instruction.

### TRANSPORTATION, SCHOOL BUS

Transportation to and from school on buses provided by private contractors is a privilege extended to all students living in the district. Bus route information including the driver's name, bus number, and approximate pickup/drop off times is provided at the time of registration. Special requests for bus route extensions are to be submitted to the superintendent.

If an occasion arises that children must ride different buses than assigned, parents/guardians **must complete, sign, and submit for principal approval "BUS TRANSFER PERMISSION" by 9:30 AM** to the elementary office. Please note that late requests after 9:30 AM may not be able to be granted. These forms are sent home in August and are available at school, and on the NBC elementary website.

Students can **only be transported to an assigned stop on an approved route**. Students must give bus drivers permission forms to board the buses.

Bus drivers will not transport students without bus transfer notes. The school reserves the right not to honor the request if a bus is over-crowded, there is a history of bus misconduct, or there are problems of forging of notes by students.

**Bus drivers will return to school Pre-K and Kindergarten students when caregivers or older siblings are not present at bus stops.**

### BICYCLE RIDING

Bicycle riding to and from school is prohibited.

### PRIVATE TRANSPORTATION

Students may be delivered to and ride from school by private vehicle with family members. The area designated for delivery and pickup of students from 7:45-8:10 AM and 2:45-3:15 PM is located at the end of the double walkway located on the south side of the building. Students are expected to exit/enter passenger vehicles only from the curbside. Drivers are to exercise extreme caution in entering and leaving the area.

### WALKING

Due to the hazardous nature of highways leading to the school, walking to school is prohibited unless accompanied by a parent/guardian.

### OTHER SERVICES

The following are additional student activities and important student information.

## ASSEMBLIES, EXTRA-CURRICULAR ACTIVITIES

Each class is scheduled for a school board approved field trip that is scheduled as a part of the elementary curriculum. Extra-curricular activities are sponsored and scheduled to supplement and enrich the core curriculum. Expected standards of student conduct that apply during the school day also apply at extra-curricular activities. Teachers and administrators have the authority to discipline students for misconduct at extra-curricular activities and to exclude students from attending for misconduct especially that compromises safety and welfare.

## CHORUS, RECORDERS, GUITAR, and OTHER ELEMENTARY SCHOOL ACTIVITIES

The music curriculum includes opportunities for fifth grade students to develop instrumental and choral skills. Fifth grade chorus is organized each year. The chorus director screens students for entry into the chorus program. Chorus presentations are scheduled for students to demonstrate their developing talents. Fifth grade students may also participate in recorder class in preparation for middle school band. Additional student activities include Fifth Grade Reading Competition, Fifth Grade Student Council, Math Competitions (grades 2-5), and Art Club.

## CONFIDENTIAL INFORMATION and COMMUNICATIONS

Confidential information and communications involving students and school personnel will be governed by policy adopted by the school board as approved by the Pennsylvania Department of Education. Information received in confidence from a student may be revealed to the student's parents or guardian, school administrators, or other appropriate authority where the health, welfare, or safety of the student or another person is in jeopardy.

## EQUITY STATEMENT

Northern Bedford County School District is an equal opportunity education institution and will not discriminate on the basis of race, sex, color, gender, ancestry, religion, sexual orientation, national origin, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Trevor M. Replogle, Elementary School Principal and/or Mr. Todd B. Beatty, District Superintendent, at 152 NBC Drive, Loysburg, PA 16659; Phone (814) 766-2221.

For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the District Superintendent at the above address or telephone number.

## ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)

The Student Assistance Team is available to help any student who may be experiencing certain difficulties including drug and alcohol use or home, school, or personal problems. The elementary school counselor, Mr. Elias, and Mr. Replogle are points of contact.

## MONTHLY CALENDARS

A schedule of monthly elementary school events will be sent home prior to the first day of each month.

## LOST and FOUND

A lost and found service is maintained in the nurse's room. If you have lost any item, check with an office secretary. Items that you have found may be turned into the office.



## PTO

The school has an active PTO that provides and supports a variety of instructional activities through volunteers and financial assistance. The PTO meets at 3:30 PM at the elementary school on a bi-monthly basis. Specific details will be shared in the monthly newsletters that go home with each student. Free membership is extended to all residents and employees of the district.

## RECESS

Because of the importance of fresh air, exercise, and play, recesses are scheduled for students in pre-kindergarten through fifth grade. Students are expected to go outside unless restricted by a medical condition or discipline. It is important that students wear garments and accessories that are appropriate to the weather conditions. When the wind chill factor is 20 degrees or colder, outside recess is cancelled.

## STUDENT INSURANCE

**Students are not permitted to participate in any extra-curricular activities without providing proof of insurance.** The school as an agency of the State is not responsible or legally liable for payment of claims due to injuries sustained by students in any activity -- curricular or extra-curricular. To provide a minimum of protection, student accident insurance is available through the Student Accident Insurance Program. Parents of those students participating in the Student Accident Insurance Program should study the brochure to learn the coverage, limitations and other details. The school does not carry medical insurance coverage for students injured on or off campus for any school activity.

All injuries, however slight, must be reported immediately to the teacher, director, or coach in charge of the class or activity.

## **Student Rights and Responsibilities**

### **Title 22: PA Code Students' Rights and Responsibilities**

1. Free Education and Attendance
  - A. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
  - B. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student cannot be excluded from public school or extracurricular activities because of being married or pregnant.
  - C. No student will be denied attendance at school or activities, participation in extracurricular activities or access to any facilities or programs because of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability.
2. Discrimination

Consistent with the Pennsylvania Human Relations Act, a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, gender, ancestry, religion, sexual orientation, national origin, or disability.
3. Student Responsibilities

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for the students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.
  - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - (10) Report accurately in student media.
  - (11) Not use obscene language in student media or on school premises.
- E. All persons within the school, including students, faculty, administration, and support staff employees, who become aware of a person's intentions to commit bodily harm or damage to the property of another shall be obligated to reveal this information to the appropriate building administrator and/or civil authorities.

#### 4. School Rules

The Northern Bedford County Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in laws of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

The Northern Bedford County Board of School Directors will not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The Northern Bedford County Board of School Directors has adopted a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined herewith.

#### 5. Freedom of Expression

- A. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- B. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- D. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- E. School officials may require students to submit for prior approval a copy of materials to be displayed, posted, or distributed on school property.
- F. Bulletin boards must conform to the following:
  - (1) School authorities may restrict the use of certain bulletin boards.
  - (2) Bulletin board space should be provided for the use of students and student organizations.
  - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- G. School newspapers and publications must conform to the following:
  - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
  - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
  - (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
  - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- H. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in Subsection C.
- I. School officials may set forth the time and place of distribution of materials so that distribution

would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

- (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
- (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

## 6. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

- A. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- B. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

## 7. Hair and Dress

- A. The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- B. Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- C. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- D. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

## 8. Confidential Communications

- A. Use of student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
- B. Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare, or safety of the student or other persons is clearly in jeopardy.

## 9. Searches

- A. The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- B. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

- C. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning.

## **Northern Bedford County Elementary School Student Code of Conduct**

### Authority

The Northern Bedford County Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in laws of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

### Introduction

Maximum learning takes place in an orderly atmosphere where each participant knows what conduct is expected. A code of conduct has been established to aid the student in developing the self-discipline that is necessary for successful living. This code of conduct is intended to strike a proper balance between control and freedom. Students must realize that rights and freedoms are obtained by responsible actions.

The elementary school consists of over four hundred fifty persons coming into contact with one another frequently. Courtesy, honesty, and a respect for the rights and feelings of one another are essential to the harmonious working of the school. Violations of these basic standards of conduct are not only disruptive to the educational process, but are also harmful to the emotional well-being of others.

It is the obligation of the professional staff of the school to see that student behavior remains within accepted standards. Our objective is to cultivate self-discipline through correcting unacceptable conduct. Punishment is not administered to be vindictive, but rather to encourage a proper pattern of behavior.

The following list of school rules and regulations has been established for students. It is impossible to list every rule or policy infraction for which discipline may or may not be administered.

The building administrator or his designated representative will retain the right to assign discipline for infractions which are not specifically listed within these guidelines.

Every student will be disciplined based on our knowledge of the current problem and past experiences with the individual involved. Every situation is different and after hearing all facts involved in the case, an administrator will make a decision.

The following rules and regulations are applicable for student behavior during school hours, on school property, at any school sponsored event, and on school provided transportation.

We have established a set of guidelines to aid the student in developing the self-discipline that is necessary for successful living. These guidelines are intended to strike a proper balance between control and freedom. Students must realize that his/her rights and freedoms are obtained by his/her responsible actions.

### ALCOHOL, DRUGS, OR DRUG RELATED PARAPHERNALIA

As a participant in the Drug Free School and Community program we believe that the possession or use of illicit drugs including alcohol and tobacco is both wrong and harmful. Accordingly, there are school policies providing guidelines and penalties for infractions. The policies specify that "no use" and "no possession" is expected of all students. Students are reminded that over-the-counter and prescription medications are included in the District's Drug and Alcohol Policy. **ALL** medications must be brought to the elementary nurse's office. Any exceptions **MUST** be approved by the principal or designee. Students may not furnish medications to other students for any reason.

### ASSAULT

Assaults against others persons are considered to be a very serious offense. A student is guilty of aggravated assault if he attempts to cause serious bodily injury to another, or causes such injury intentionally,

knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life. Penalties range from detention to possible expulsion.

### BUILDING USE DURING NON-SCHOOL HOURS

School Board regulations require that a custodian be on duty whenever anyone or any group is in the building.

### BULLYING

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the Internet.

The NBC Elementary School adopts the Olweus Bullying Prevention Program. The Olweus program is a scientifically proven program to reduce incidents of violence and bullying in the school environment and to improve peer relations. The program goals strive to provide a safer and more positive environment for students to learn and develop into productive citizens.

#### ***The Four Rules of Olweus are:***

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we or someone we know is being bullied, we will tell at least one adult at school and one adult at home.

### CAFETERIA REGULATIONS

The following basic regulations are established to maintain order and safety during breakfast and lunch periods.

1. Students are expected to line up for service in the order that they arrive and remain in that order. Pushing, shoving, and other rowdiness is prohibited in line.
2. Students are required to stay in the lunch room for the entire period.
3. Students are required to take trays to the dishwasher room.
4. Students are required to remain seated and in the same place during the entire lunch period except as necessary to empty trays.
5. Assigned seating may be made as conditions indicate.
6. Students are expected to moderate voice volume to maintain a reasonably pleasant atmosphere.
7. Any kind of rowdiness or aggressive physical activity (such as arm wrestling) is prohibited.
8. Accidental spills will happen. Students are expected to report any accidents to the lunch room supervisor. A custodian will assist as needed. Disciplinary action will be taken for any deliberate messes caused by a student.

### CAMPUS REGULATIONS/LEAVING CAMPUS

Once students have arrived on campus, whether via school bus or private transportation, they are expected to remain on campus except for participation in a school-sponsored field trip or some other school-regulated function. Regardless of age, students needing to leave the campus during the regular school day must have written permission from the parent or guardian and secure permission from the school administration. All early dismissal permission forms should be submitted to the classroom teacher at morning attendance.

## CARE OF SCHOOL BUILDINGS

Any damage done by intent or negligence will be dealt with severely both through the school's student discipline code and appropriate legal agencies.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to display and/or use cell phones or other electronic devices without teacher permission. If an emergency would occur at home the school needs to be notified and the student will be given the message. Students who display/use such devices at school without teacher permission can expect to have them confiscated. **At no time shall cell phones/electronic devices be used in restrooms or locker rooms.** For the first offense, the device will be confiscated and held in the office until the end of the school day. At such time, the device will be returned to the student. For subsequent infractions, parent/guardian will be required to pick up the device at the office during regular operating hours. For repeated offenses, the device may be confiscated for the remainder of the school year. Students will be disciplined according to the Student Discipline Code.

## CHEATING

When an offense of cheating occurs, a zero grade will be given to the student for the test, quiz, or assignment. Plagiarism, blatant copying of information from a printed source on the internet without proper citation, will be considered to be cheating. The building principal will administer appropriate disciplinary action.

## CLASSROOM CLOSETS/DESKS

Classroom closets and desks are school property. Closets and desks are subject to search at any time. Each student is assigned to share elementary classroom closets. It is recommended that students not keep valuables or money in the classroom closets.

## CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are defined as those activities of student life that are not part of the regular school day but are sponsored by the school or its affiliated agencies. Included are those activities in which the student is participating, whether actively or as a spectator. The standards of conduct expected of students at extra-curricular activities do not differ from those expected during the regular school program. School officials have the authority to discipline students for misconduct at extra-curricular activities and to prohibit students from attending extra-curricular activities for misconduct.

## DISCIPLINE PENALTIES

Penalties incurred for discipline infractions at the end of the school year will be served during the summer.

## EARLY ARRIVERS

Students are not permitted to arrive at school before 7:45 am. Those who, due to special approved circumstances, need to be in the building before 7:45 must report directly to the vestibule. This applies to all students except those coming for a teacher-sponsored activity who may be in the building under the teacher's supervision. Parents driving their children to school should drop them off at the front entrance.

## FIGHTING

All students involved in a physical fight will receive discipline that best fits the particular situation. Disciplinary action could range from suspension for up to 10 days to permanent expulsion from school attendance. Physical fighting is viewed as something that can never be justified. Also, students must be prepared to

assume the responsibility of the financial and the emotional ramifications when injuring someone during a physical fight. In some cases notification of civil authorities may be warranted.

### FINANCIAL OBLIGATIONS

Students failing to make payment when participating in fundraisers, or failing to fulfill other legitimate financial obligations by the designated deadlines shall be ineligible for extra curricular participation (including field trips) until the obligation is satisfied.

### FIRE DRILLS

Periodic fire drills are conducted in the interest of practicing rapid and efficient building evacuation. The following rules are to be followed during fire drills:

1. Be quiet and attentive to the teacher at all times during the drill.
2. Exit the building by the route designated in the room. If the exit is blocked, take the next nearest exit.
3. Follow the teacher in single file to the exit. Move quickly without running or pushing. Leave books and other such items behind.
4. After exiting the building, move away from the building and listen for further instructions from those in charge.

### FORGING OR ALTERING NOTES, EXCUSES, PASSES, OFFICIAL RECORDS OR GRADE BOOKS

Any alternation of any of these in any manner will result in the student being disciplined according to the student discipline code.

### FUNDRAISING PARTICIPATION

All students who participate in fundraisers sponsored by any school organization inherently agree to abide by the rules established to protect the financial integrity of the sponsoring organizations and the reputations of the funding sources. Parents and/or the student may be required to sign a binding contract which specifies the terms and conditions of the fund raiser. Students are prohibited from participating in fundraisers and field trips until financial obligations are met.

### GIFT PRESENTATIONS

To avoid embarrassment to the recipient and financial obligation or hardship to students and their families, the presentation of material gifts by student groups to teachers, coaches, directors, etc. is discouraged. Individuals and groups can show their appreciation and gratitude to these devoted faculty members adequately through expression of work and deed. Additionally, gifts will not be presented or delivered to students during the school day.

### HAIR AND DRESS

Students are to dress in a manner consistent with the educational purpose of the school. Any clothing displaying obscene, suggestive, or offensive messages is prohibited. Additionally, clothing which promotes tobacco, alcohol, or drugs is prohibited. Students are expected to dress in clothing that facilitates personal health and safety in the classroom and on the playground. Students who come to school dressed in a manner that poses harm to their personal health or safety, or that distracts from the educational process, may be temporarily excluded from regularly assigned activities or programs. Shorts should be appropriate length. Short shorts, tank tops, tube tops, muscle shirts, spaghetti strap tops, and skin-tight wear are prohibited. A shirt, blouse or cover up may be layered over tops. Stomach areas should not be exposed. All under garments must be completely covered at all times. Students should wear shoes that are slip free on blacktop surfaces. This will help to diminish the number of falls on the playground area. For physical education classes students should wear stretchy clothing to allow freedom of movement. Sneakers are **required**.



Students will not be allowed to participate in gym without the proper shoes. All gym shoes must have laces, velcro, or snaps to avoid risk of injury. Clothing shall be worn in the manner for which it is designed. Clothing worn to the point of restricting movement is prohibited for safety reasons. This would include pants or slacks worn in such a manner they would interfere with walking quickly and safely in the event of an evacuation or fire drill, including, but not limited to, pants which drag on the floor.

- A. Students have the right to govern the length, color, and style of their hair including facial hair except as the length, color, and/or style would cause a disruption of the educational process or pose a hazard or health risk. Dyed hair must be of a natural color.
- B. Students also have the right to govern their dress within the standards of public decency unless that mode of dress would disrupt the educational process.
- C. Students are responsible for maintaining proper hygiene in grooming and clothing. School officials may impose limitations on participation in the instructional process where there is evidence that improper hygiene poses a health hazard.
- D. Except for tasteful earrings, body-piercing jewelry is prohibited.

### HALL REGULATIONS

Except during time scheduled for arrival and departure, and passage to and from breakfast, students are permitted in the corridors only when specifically authorized by the teacher. All students must leave the building at the end of the school day unless they are directly supervised by parents, teachers, administrators, or waiting in the office for parents.

### INAPPROPRIATE USE OF COMPUTERS/INTERNET

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Northern Bedford County School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

In an attempt to monitor and control access to sites that are controversial, the district has taken every precautionary measure to prevent inappropriate access through the installation of a filter system. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Access to network services is given to students who agree to act in a considerate and responsible manner. Students must have a parent/guardian signed form on file at the school to be eligible to use the school's technology resources. Access is a privilege – not a right. Access entails responsibility. Therefore, the district reserves the right to monitor network use and monitor file server space.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communication apply. It is presumed that users will comply with district standards and will honor the agreements they have signed. Violations may result in a loss of access as well as other disciplinary or legal action as per Board Policy.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. As outlined in Board policy and procedures on students' rights and responsibilities, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others

- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Other similar violation of computer usage

### ITEMS NOT PERMITTED IN SCHOOL WITHOUT AUTHORIZATION

Skateboards, lighters/matches, roller blades, wallet chains, toys, or other materials that cause a disruption or affect the health and safety of the students will be confiscated. The items will be returned to the student or his/her parent when and as deemed appropriate. Toys assigned by teachers for class use are permitted.

- Only special circumstances approved by the principal may result in specific exemptions.

### LOITERING

Students are not permitted to be in any of the school buildings or on the school grounds after school hours without a valid reason for being there. Those who violate can expect to receive detention and may be fined for trespassing. Late buses are provided for those who stay late for a school activity only.

### LYING/FALSE ACCUSATION

Any student who is deliberately untruthful or makes false accusations will be disciplined accordingly.

### MESSAGES DURING SCHOOL HOURS

As a general practice, only emergency messages will be taken to students. Convenience messages will not be delivered. Please plan accordingly.

### OBSCENE OR ABUSIVE LANGUAGE

If a student uses vulgar, offensive, indecent, lewd, obscene, sexually explicit or profane language or gestures, the incident will be reported to a building administrator, and the discipline administered will be determined by the nature and the degree of the offense. In instances where a student uses the obscenity or gesture toward another person the penalties are more severe.

### PLAYGROUND RULES

Rules and guidelines for designated playground areas and Panther Paradise are established to standardize expectations for all student behaviors, to promote positive interactions, to develop patterns of good sportsmanship, and to minimize the possibility of accidents and injuries.

Playground

1. Use of balls, may not be:
  - a. Kicked on the blacktop area
  - b. Thrown at or against the building/windows or parked/moving cars, trucks, equipment
  - c. Bounced or thrown along/on the sidewalks leading to and from the building
  - d. Thrown at students/staff with intent to hit – no dodge ball.
2. Use of Fixed Equipment
  - a. Climbing basketball poles or hanging from backboards, rims, or nets is prohibited.
3. Use of Portable Playground Equipment
  - a. Only wiffle bats and balls may be used.
  - b. Jump ropes may only be used for jumping rope and/or jump rope games.

4. Off-Limit Areas
  - a. Newly seeded grass areas, saplings, trees and/or shrubs
  - b. Railing on steps
  - c. Employee parking areas
  - d. Garbage storage area
  - e. Entrance steps/sidewalks
  - f. In/around parked vehicles
5. Guidelines For Snow and Icy Conditions
  - a. Students may not throw snowballs.
  - b. Skating on ice is prohibited.
6. Guidelines For Games and General Play
  - a. Participants should abide by the established rules for each game.
  - b. Students should not run through or interfere in any way with games or contests of other student.
  - c. Touch and/or flag football is permitted.
  - d. Tag games are permitted as long as a student is not knocked to the ground and/or has clothing torn or pulled off while being "tagged".
  - e. Place recess equipment (balls, bats, jump ropes) in designated container at end of recess.
7. Miscellaneous
  - a. Students may not re-enter the building except at the scheduled time, when sent in by a teacher, or when granted permission by a teacher.
  - b. Food or gum is prohibited on the playground.
  - c. Skates, skateboards, super balls, and radios are prohibited on the playground.
  - d. Students are to go to the designated "line-up" location at the end of the recess period.
  - e. Students are required to go outside unless the parent submits a daily written note. **A doctor's excuse is required if frequent or extended requests are made for a student to be "excused from recess activities" and to stay in the building.**
  - f. Students may be denied part of recess/playground time by the classroom teacher to provide extra time for completing academic work or as a consequence of misbehavior. The principal may also impose suspension of playground time.
  - g. Students are prohibited from climbing utility poles and/or protective poles/fencing for utility service units.

#### Panther Paradise/Swings Use

1. Walk to and from Panther Paradise.
2. Enter/leave through the entrance/exit and the top of the steps or the handicap access incline.
3. Wait for your turn on the different types of equipment.
4. Sit to slide and swing.
5. Use caution on the tight rope, moving platform, and moving beam.
6. Remove stones from shoes and clothing before leaving the area.
7. Prohibited actions include:
  - a. Walking up slides
  - b. Climbing on the outside of the equipment
  - c. Sitting on the handrails
  - d. Pushing
  - e. Running on and between equipment
  - f. Jumping on equipment
  - g. Playing tag
  - h. More than two (2) people on the swings.
  - i. Standing on the swing seats
  - j. Walking closely in front of/behind the swings.

**Note:** Pets are prohibited during school and all non-school hours.  
PUBLIC ADDRESS ANNOUNCEMENTS

The Public Address System is used to announce general information of interest and concern to all students. Students are responsible to listen to, know about, and comply with directions and instructions aired over the PA system.

### SCHOOL BUS CONDUCT

Rules and regulations are established to promote the safety and welfare of all bus passengers. It is expected that students observe them at all times in order to maintain their bus riding privilege.

1. Every student who rides a bus must get on and off at an assigned stop on an approved route. The appropriate school administrator can make exceptions upon parental request and approval.
2. A student who needs to ride a bus other than his own regular bus must have a written parental request signed by the appropriate school administrator.
3. Drivers assign students to seats. Seating charts will be available for inspection by school administrators.
4. Students must be seated while the bus is in motion.
5. The following acts are prohibited on the school bus:
  - a. The possession or use of drugs, alcohol, and all tobacco products
  - b. Throwing objects on the bus or from the bus
  - c. Any unnecessary noise that may distract the driver
  - d. Profane or objectionable language or obscene gestures
  - e. Extending arms legs, or head out the windows
  - f. Causing damage to the bus, (students will be billed for the cost of damage repair)
  - g. Opening the emergency door except by direction of the driver or in emergency when the driver is incapacitated
  - h. Carrying live animals, firearms, or anything else of an objectionable nature on the bus
  - i. Fighting, hitting, spitting
  - j. Eating or drinking on the bus except at approved times
  - k. Carrying objects aboard the bus that cannot be conveniently held on the lap
  - l. Toys (to include trading cards), imitation guns, knives, swords  
(Toys assigned by teachers for Show-and-Tell are allowed. Prohibited items will be kept in the principal's office until parent pickup.)
  - m. No act of insubordination toward the driver
6. Any student who violates bus safety regulations can expect to receive a minimum three to five day suspension of bus riding privileges. Longer suspensions will be enforced for serious and/or repeated violations.

### SECURITY OF PROPERTY

Unfortunately theft occurs in the school. Stolen property is usually not recovered. Students need to take precautions to protect themselves from having their property stolen. Following are some precautions:

1. Don't bring valuable property to school.
2. Report all missing property to the teacher in charge immediately. Once others leave the area, the property usually goes with them.
3. Report anyone that has taken property.

The school can assume no liability for stolen or vandalized property. Items picked up by the custodian in the evening after school will be taken to the elementary school office.

### SEXUAL HARASSMENT

Sexual harassment toward any individual is prohibited by law and can be a very serious legal matter for the offender, even if a juvenile. The school's sexual harassment policy is available in the principal's or superintendent's office. Discipline penalties are severe for violation of this policy.

### SOLICITATION

Only school-approved fundraisers will be permitted, such as the PTO, elementary school clubs, etc. All other solicitation is prohibited.

### SPECTATOR CONDUCT AT ATHLETIC EVENTS

Attending an extra curricular event is a privilege provided for all students. Support of our athletic teams is essential for the success of the various programs. When, however, the behavior of a student affects the welfare and safety of others, the privileges may be taken away. Good student conduct is necessary at all athletic events.

The following are the rules and safety regulations:

1. Respect the authority of game officials and police.
2. Remain in the spectator areas at Panther Community Stadium; stay outside the fence.
3. During events held in the gym, stay clear of the playing area and doorways and do not cross the gym floor at any time.
4. Do not leave your seat to approach the court or wrestling mat for any reason.
5. The back halls and soda machine are off-limits during basketball games or wrestling matches.
6. Students are not permitted to continually walk back and forth in front of the gym bleachers.
7. Remain in the gym lobby area with food or drink.
8. Refuse should be deposited in waste cans and any messes should be cleaned up, if necessary.
9. Respect the visiting fans and players.
10. Taunting of opponents, officials, or coaches is prohibited and will result in ejection from the event. Noise makers (cow bells, etc.) are prohibited at indoor events. Signs are permitted with the approval of the game manager.
11. Remain inside the gym or football stadium until the event has been concluded. If you leave and try to re-enter, you will have to pay another admission price.
12. Any misconduct at an athletic event may result in that student being barred from all other athletic events as a spectator for a portion or remainder of the year.

### STUDENTS REPRESENTING NORTHERN BEDFORD

Dress for students representing the school at school contests, on school trips, etc., reflects respect for the school. It is the responsibility of the faculty member in charge (coach, director, advisor, instructor, etc.) to see that all students representing Northern Bedford in any public activity are appropriately dressed and groomed. Absolutely no one will be allowed to represent the school otherwise.

### TELEPHONE USE

Students may use the office phone for emergency calls with a teacher issued pass. Students will not be excused from class to receive telephone calls. Messages for students may be left with the office secretary.

### TERRORISTIC THREATS OR TERRORISTIC ACTS

Terroristic threat shall be defined as any threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic acts shall be defined as any offense against property or involving danger to another person.

Any student who commits these acts will be subject to disciplinary action which could range from suspension to expulsion. Civil authorities may be notified.

### THEFT

Anyone found guilty of theft will be disciplined according to the student discipline code. Major offenses may be handed over to the civil authorities. Restitution must be made to the satisfaction of the administration.

## TOBACCO

Tobacco use and possession at any time in a school building and on any school-owned property, busses, vans, and vehicles that are owned, leased or controlled by the school district is prohibited. Tobacco use is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product, and smokeless tobacco in any form. The school district will initiate prosecution of a student who violates the tobacco use policy.

Additionally, the possession or use of e-cigarettes, vape pens, or other similar devices is prohibited on school property. Students will receive discipline similar to a tobacco violation as specified in the Student Code of Conduct.

## UNLAWFUL HARASSMENT

The Board of School Directors strives to provide a safe, positive learning climate for students in the schools. Therefore, it is the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools.

## VANDALISM

The offending student will be required to pay for the correction of the damaged property. The student will be administered disciplinary action accordingly and civil authorities may be contacted.

## WEAPONS AND DANGEROUS ITEMS

Students are not permitted to possess dangerous items (such as but not limited to guns, knives, bow and arrows, air guns/pistols, facsimiles there of,...) on school property. Further, cigarette lighters, matches, chains, or other similar devices are strictly prohibited in the school or on school property. Possession, display, and/or use of unapproved items which could inflict injury is considered a serious infraction of regulations and will be dealt with in accordance with the District Weapons Policy where applicable. **THREATS, ESPECIALLY THOSE INVOLVING DANGEROUS ITEMS, WILL NOT BE TREATED AS JOKES OR PRANKS.**

## **ATTENDANCE POLICY**

### **PART I**

#### Philosophical Statement on Attendance

A proper attitude toward regular school attendance is one of the most valuable lessons students carry into life. The lesson of regular attendance is learned much as many of the other lessons of schooling - by habit development through practice. The development of good attendance practice involves a close partnership between the home and the school.

The school district recognizes the importance of good home-school communications in preventing and solving attendance problems. The district will make every reasonable effort to communicate with the home and expects the parents and guardians to react positively and cooperatively in promoting good attendance.

There are several reasons to promote good school attendance:

1. Many extensive studies have been completed on the relationship between attendance and academic achievement. Invariably, achievement is positively correlated with attendance. The provision of costly school programs is wasteful of precious school resources when students are not present to benefit. Also, the higher achieving student is better able to take advantage of post-high school education and employment opportunities.
2. Attendance habits learned early in a child's life carry over into employment. Employers are very interested in the school attendance record of their prospective employees. Generally, employees that have developed good attendance practices in school also have good attendance practices in the workplace.
3. The Pennsylvania School Code mandates school attendance.

The following policy governing school attendance has been adopted by the Northern Bedford County School District in accordance with the Pennsylvania School Code. The enforcement of the compulsory attendance laws in the Northern Bedford County School District shall be in strict accordance with the Pennsylvania School Code and the regulations of the Pennsylvania Department of Education.

## **PART II**

Definitions:

- A. **Excused/Lawful Absence:** The following conditions or situations constitute reasonable cause for absence from school:
1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
  2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
  3. Quarantine.
  4. Family emergency.
  5. Recovery from accident.
  6. Required court attendance.
  7. Death in family.
  8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
  9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
  10. Nonschool-sponsored educational tours or trips, if the following conditions are met:
    - a. The parent/guardian submits a written request for excusal prior to the absence.
    - b. The student's participation has been approved by the Superintendent or designee.
    - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
  11. College or postsecondary institution visit, with prior approval.
  12. Other urgent reasons as approved by the principal.

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

- B. **Unexcused/Unlawful Absence:** absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

- C. **Tardy** shall mean a student arriving to school after the designated starting time.

- D. **Early dismissal** shall mean a student who leaves before the regular dismissal time.
- E. **Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- F. **Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

### **PART III**

#### Attendance Guidelines, Procedures, and Penalties

- A. Upon return to school following an absence, a student is required to report immediately to the office or his/her classroom teacher with an excuse for the absence. The excuse must contain the student's name, grade, date(s) of absence, specific reason for absence, and parent or guardian signature. A form is provided in the office for this information, but it can be written on plain paper as long as the information is complete.

All absences are considered unexcused until a valid excuse is submitted to the office. In order to have the absence changed from "unexcused" to "excused", the student must bring an excuse from home or other valid excuse within three school days from the date of return to school or the absence will be permanently marked "unexcused."

- B. Excessive absence is defined as:
  - Five or more days absent within the first 45 days of school,
  - Ten or more days absent after the 45<sup>th</sup> day of school.

A student whose total number of days of absence becomes excessive will be required to submit a physician's excuse along with the parent's or guardian's excuse for each subsequent absence. If a physician's excuse (or other documentation of legitimate absence, e.g. required court hearing, etc.) is not submitted as required, the absence will be considered unexcused and appropriate truancy action will be taken. Due consideration will be given for periods of extended illness that has been verified by a physician or for chronic conditions of illness. The principal may require a physician's excuse for any absence. Notice of the requirement for a physician's excuse will be made from the principal to the student and to the parent or guardian.

- C. The principal may require that a physician's note be submitted along with the parent's or guardian's excuse in order that an absence of three or more consecutive days be marked as excused on the basis of illness.
- D. Excused absence may be granted for family travel and other educational experiences planned by the family provided the following guidelines are followed:
  1. Educational trips must be limited to a maximum of five (5) school days missed per year.
  2. The parent must submit the "Educational Trip Application Form" form to the principal no fewer than five (5) school days prior to the first day of absence for the trip. The principal must sign the form for the trip to be approved as "excused" absence. **No approval will be granted following absence for an educational trip.**
  3. The student is responsible to procure assignments before departing for the trip and to make up all work missed while away from school according to the guidelines in section J of this part (Part III).
  4. Arrangement for alternative educational activities may be agreed upon by the principal, teacher, and parents.
  5. Trips may only be approved for students who have fewer than three unexcused absences and who do not exhibit excessive absence as defined in section B of this part (Part III).
  6. Educational Field Trips of more than one day may not be excused during finals.
  7. Educational field trips of more than one day may not be excused during the last ten days of school.



8. Educational Field Trips may not be granted during standardized testing windows

Grades 3, 4, and 5 English Language Arts PSSA Assessment .....	April 15 – 26, 2019
Grades 3, 4, and 5 Mathematics PSSA Assessment.....	April 29 – May 3, 2019
Grade 4 Science PSSA Assessment.....	April 29 – May 3, 2019

- E. Northern Bedford County School District permits a military-connected student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to be granted five (5) additional excused absences with prior approval by the principal and not during standardized testing dates.
- F. Unexcused/Unlawful absences will be handled in the manner prescribed by the Pennsylvania School Code in cooperation with proper legal authorities. Consistent with the penalties of the School Code, the following action will be taken for unexcused absence:
1. If the student is younger than seventeen years of age, then the unexcused absence is also illegal and the parent or guardian is liable for legal action in accordance with the Pennsylvania School Code.
  2. If the student is seventeen years of age or older, the absence is counted as unexcused.
- G. Truancy from school is considered unexcused absence and handled according to the provisions of the school's Discipline Policy. The school, in serious truancy cases, will contact the proper legal authorities.
- H. A student arriving to school after the beginning of the reporting time is considered tardy and must report to the office for attendance accounting. The student is expected to have a written excuse signed by the parent or guardian stating name, grade, date, and reason for being tardy. A tardy slip will be issued and must be kept by the student to present to the teacher(s) of any class missed while tardy. Tardiness to school is handled according to the provisions of the school's Discipline Policy.
1. Since bus transportation is provided for all students, a breakdown or delay of private transportation is not a legal excuse for tardiness. In order to participate in any after-school extracurricular activity including practice or games, a student must be at school by 11:30 AM of that day. Exception can be allowed by the principal for such reasons as an appointment that can't be scheduled at any other time if evidence of attendance at that appointment is presented (i.e. appointment card signed by physician or dentist), or other valid reason.
  2. Teachers are asked to report students who have been tardy to class without good reason three or more times to the principal for action according to the provisions of the Discipline Policy.
- I. Students who must leave before the regular dismissal time may do so by requesting an early dismissal. The student must submit a written request that contains the student's name and grade, the parent or guardian's signature, and the reason for the early dismissal.

The student must bring an excuse from the physician or dentist when excused early from school for an appointment. A student having early dismissal must be picked up by the parent or guardian or other person specifically authorized by the parent or guardian. Students are expected to meet that person in the office.

In the event that a student becomes ill or must go home for some reason during the school day, the school will first determine that the parent, guardian, or some other responsible adult is at home before the student is permitted to go home. Failing that, the school will attempt to contact the stated emergency contact or a close relative. At last resort, the student will be kept in school and allowed to return home on the bus at the end of the day. If the student is too ill to ride the bus, he/she will be transported home by school personnel.

- J. In cases of excused absence, the student will be permitted to make up work and/or tests missed during the time of absence. The teacher will establish reasonable guidelines for make up of school work missed due to absence. The student will generally be allowed a number of school days equal to the duration of the absence plus one day for make up of school work and/or tests missed unless otherwise governed by teacher policy. The amount of time allowed for make up may be extended beyond the guideline given for exceptional cases. In all cases, it is the student who must take the initiative to contact the teacher to arrange for make up. Absence, whether excused or not, does not excuse a student from having a long-term assignment such as a term paper submitted by the specific due date.
- K. The parent or guardian of a student who has been absent in excess of ten consecutive school days may contact the principal to request homebound instruction for the child. With proper medical documentation, the school can provide a teacher who will cooperate with the regular teacher(s) in providing instruction on an interim basis until the student is able to resume regular instruction. Homebound instruction is provided pending the availability of a teacher willing to serve in that capacity.
- L. In order to continue participation in extra-curricular activities, a student is expected to maintain a good attendance record. The principal has the authority, upon examination of a student's attendance record, to prohibit extra-curricular participation for reason of poor attendance. Before the student becomes ineligible, however, the principal shall notify the student and the parents or guardians that ineligibility will occur after a specified number of additional absences. If the student becomes ineligible due to absenteeism, the student and the parents or guardians will be notified of same. Notice will also be given at that time of the procedure to re-establish eligibility. Students who exhibit excessive absence (defined in section B of this part {Part III}) may be restricted from field trips.
- M. Students may not receive academic credit for school days or classes if twenty-five or more days are missed. Accordingly, students in grades six, seven, and eight will be required to repeat the grade, and students in grades 9 through 12 will be required to repeat all classes. Students beyond the age of compulsory attendance will be dropped from the roll. Students missing fewer than twenty-five days of school, but who miss twenty-five classes of a particular course, will not receive academic credit for the course. Parents will be informed of attendance status by first class mail following the fifteenth day of absence, and by registered letter following the twentieth and twenty fifth days of absence. A parent conference will be offered following the twentieth day. In the case of persistent tardiness to class, actual minutes of tardiness may be accumulated and equated into class periods according to the prevailing length of the class period.

The first line of appeal of denial of credit under this section must be made to the principal within ten school days of the final registered letter. Students and parents will be required to show reason why days missed should be considered legitimate absences under the considerations of excused absence given in section B above. The principal's decision will be communicated to parents within ten school days by registered letter. The principal's decision must be appealed to the superintendent within ten school days of the principal's decision.

### DOCTOR'S EXCUSES

In order that an early dismissal or tardy arrival for a physician or dentist visit is counted excused, you must bring a note signed by the doctor or a completed early dismissal form to the office. Otherwise, those absences will be counted unexcused. The doctor's note should include the time of the appointment and the time of leaving the doctor's office. Students are expected to be absent for only the part of the day necessary for the appointment. Any additional time absent will be counted unexcused.

### EARLY DISMISSAL

Early dismissal is possible for necessary reasons provided a student presents an excuse to teacher prior to 8:30 AM and obtains an early dismissal form from the office when leaving. Students leaving without proper written excuse are considered unexcused. More specific procedures for early dismissal are outlined in the Attendance Policy.

Students are expected to have a written excuse in the office on the morning of early dismissal days. Phoning or just stopping in to pick up students during the school days causes undue interruption to classes. The building principal may request a doctor's note when excused early from school for an appointment.

### TRUANCY

Truancy procedures will be followed according to state law.

## **DISCIPLINE POLICY**

### INTRODUCTION

The development of discipline is a major function of the curriculum at the Northern Bedford County Elementary School. It is not only a desired outcome of schooling but also a means to enhance learning experiences throughout life and to enable the student to deal with the challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at Northern Bedford.

The process of achieving self-discipline is twofold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools. The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary in any social system, this policy also provides procedures to correct behavior which disrupts the educational process or violates the common sense rules of courtesy and respect for others. The corrective measures provided are progressive in severity beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

### POLICY STATEMENT

The authority of the school to impose rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school. It also applies to all school-sponsored activities that are not scheduled during regular school hours.

In order for students to learn and practice expected standards of behavior, it is important to outline for them behaviors that are acceptable and not acceptable in all school activities. The classroom teacher is responsible for this process which is addressed through the presentation of standards of conduct and task performance for the following:

1. In classes, the cafeteria, lavatories, special instructional areas, and health/ administrative areas
2. In hallways
3. On the playground
4. In assembly programs
5. On field trips
6. On the bus

It is neither reasonable nor possible to outline all misbehavior that may occur. However, if a behavior is committed that is not specifically addressed; teachers and administrators have inherent responsibility and authority to deal with it, in accordance with this policy. In the event that a student's behavior involves a criminal act, the student is liable to investigation and prosecution by the appropriate governmental agency. School staff members will cooperate fully in these procedures.

### ADMINISTERING DISCIPLINE

Administrators and teachers have discretion in adjusting/administering discipline according to student age, grade level, and circumstances of the behavior. This discretion recognizes developmental differences in children as they grow and mature through the transition from home to preschool, the primary grades, intermediate classes, and early adolescence. Standard disciplinary actions range from verbal reprimands to temporary suspension from school with discipline guided by the seriousness of misbehavior.

### PENALTIES FOR MISBEHAVIOR

This section of the Discipline Policy outlines suggested penalties for students who experience recurring misbehavior or serious incidents of misbehavior. Since it is not possible to account for all forms or acts of student misbehavior, **the school principal has inherent authority to administer discipline and assign consequences for all misconduct in accordance with this policy.**

#### Consequences

##### **Grades K-1-2**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: 5 minutes from recess standing in area designated by the teacher
- 3<sup>rd</sup> Offense: 10 minutes from recess standing in area designated by the teacher
- 4<sup>th</sup> Offense: Child calls home with teacher supervision and receives 30 minutes recess standing in area designated by the teacher.
- 5<sup>th</sup> Offense: Child sent to principal

\*\*\* Severe Clause: In the event a child physically and/or verbally threatens another child, teacher, staff member, or any other person, the teacher has the right to surpass **all** other consequences and to send the student immediately to the principal. Any student who violates Level II-V infractions will also be sent to the principal. In the event this occurs, the parent will be called to immediately come to school for a conference.

##### **Grades 3-4-5**

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: 5 minutes from recess standing in area designated by the teacher.
- 3<sup>rd</sup> Offense: 15 minutes from recess standing in area designated by the teacher.
- 4<sup>th</sup> Offense: Child calls home with teacher supervision and receives 30 minutes recess standing in area designated by the teacher.
- 5<sup>th</sup> Offense: Child sent to principal.

\*\*\* Severe Clause: In the event a child physically and/or verbally threatens another child, teacher, staff member, or any other person, the teacher has the right to surpass **all** other consequences and to send the student immediately to the principal. Any student who violates Level II-V infractions is also to be sent to the

principal. In the event this occurs, the parent will be called to immediately come to school for a conference.

## CATEGORIES OF MISBEHAVIOR

### **Level I Infraction-Immediate Referral to Classroom Teacher**

1. Using vulgar and/or profane language
2. Misconduct on the school bus
3. Consuming food or beverages in unassigned areas
4. Using chewing gum
5. Tampering with school equipment or electronic controls
6. Disrespectful actions toward other students
7. Running or rowdiness in the classroom, cafeteria, or halls
8. Throwing stones, snowballs, or non-recreational objects
9. Persistent failure in completing assigned class/homework
10. Splashing/squirting water from fountains or sinks
11. Reporting late
12. Copying another student's written work
13. Persistent failure to abide by Panther Paradise/playground rules.
14. Other similar infractions

### **Level II Infraction-Immediate Referral to Principal**

1. Falsifying or using forged school documents
2. Destruction of personal property
3. Damaging or destroying instructional materials/equipment
4. Endangering the health or safety of others
5. Possession and/or use of tobacco products
6. Harassment of other students
7. Threats towards other students
8. Insubordinate, disrespect, or threatening actions to staff
9. Lying to school personnel
10. Fighting
11. Stealing
12. Persistent disruption of the educational process
13. Other similar infractions

### **Level III Infraction-Immediate Referral to Principal**

1. Vandalism, defacing, damaging, or destroying school property
2. Bus damage, vandalism or safety violations
3. Other similar infractions

### **Level IV Infraction-Immediate Referral to Principal**

1. Possession of dangerous weapons (As identified in the district policy 218.5 and shall include any item that is represented to be a weapon or that is threatened to be used as a weapon.)
2. Possession of explosive devices
3. Possession of controlled substances as defined under Pennsylvania Law
4. Other similar infractions

NOTE: The student is liable to suspension and criminal action for possession of weapons, explosives, and/or controlled substances.

### **Level V Infraction-Immediate Referral to Principal**

1. Assault on school personnel or other students

2. Arson
3. Use and/or transfer of alcohol, drugs, or paraphernalia as defined by the Drug and Alcohol policies
4. Other criminal acts of violence as defined by the Pennsylvania Crimes Code
5. Violation of Unlawful Harassment Policy; see also page 23.

NOTE: Each of these infractions will lead to an immediate three-day suspension with parental notification to appear at an informal hearing. If found guilty at the hearing, suspension will be extended an additional one to seven days, the case will be referred by the superintendent to the board to be considered for additional action, psychological evaluation will be advised, and school administrators will cooperate with all state agency representatives responsible for investigation, filing of charges, and prosecution.

### CORPORAL PUNISHMENT

- A. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- B. Teachers and school authorities may use reasonable force under the following circumstances:
  - (1) to quell a disturbance.
  - (2) to obtain possession of weapons or other dangerous objects.
  - (3) for the purpose of self-defense.
  - (4) for the protection of persons or property.

### EXCLUSIONS FROM SCHOOL

Education is a statutory right, and all students must be afforded the appropriate elements of due process of law to be excluded from school. An exclusion from school may be in the form of a suspension or expulsion. In cases involving temporary suspension of more than three days or expulsion from school, a student is entitled to a hearing as part of due process rights.

1. Suspension is the exclusion from school for a period of one to ten consecutive school days.
  - a. A suspension may be given by the principal or other person in charge of the public school.
  - b. No student shall be suspended without first being informed of the reason(s) for the suspension and given an opportunity to respond. Prior notice need not be given when the continued presence of the offending student would create a health, safety, or welfare hazard for the school community.
  - c. The parents and the superintendent of schools shall be notified immediately in writing by the principal of a suspension.
  - d. For a suspension exceeding three days, the student has the right to an informal hearing consistent with state regulations governing student rights and responsibilities. The parent or guardian shall be notified of the informal hearing and the student shall have the right to be represented by counsel. The student may, at that time, present whatever exhibits and/or witnesses that are considered necessary for defense.
  - e. Suspensions may not be made to run beyond the limit of ten consecutive school days.
  - f. Once the period of suspension has ended, a parental conference with the principal may be required before the suspended student is re-admitted. School days missed after a suspension has ended due to the neglect of a parent or guardian to appear for a conference are considered unexcused.
  - g. Under the same rules governing excused absences, upon return to school following suspension, students have the responsibility to make up school work missed during the time of suspension.
  - h. Students may not participate in any extra curricular activities or be on any school property on the day of suspensions.
2. An expulsion is an exclusion from school by the Board of School Directors for a period of more than ten days and may be permanent. Referral of the student for expulsion will be made only after the student has demonstrated behavior seriously disruptive to the educational process or hazardous to the

health, safety, or welfare of the school community. The expulsion hearing and all other related proceedings will strictly conform to the regulations of law.

The provision for excluding a student who is considered exceptional under the Pennsylvania Department of Education Special Education Regulations is governed by those regulations. (Ch 14.35, 14.36; Ch 342.36)

## **UNLAWFUL HARASSMENT POLICY**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals vendors, volunteers, and third parties in the schools.

The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are substantiated Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin/ethnicity, sexual orientation, gender, age, or handicap/ disability when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The compliance officer shall annually inform students, staff, parents, independent contractors and

volunteers that unlawful harassment of students will not be tolerated, by means of the following: publication in the district's News Bulletin, distribution of written policy; publication in handbooks, and presentation at an assembly.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to, building principals, teachers, counselors, nurse, and administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment.

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the compliance officer if the building principal is the subject of the complaint.

## Complaint Procedure—Student/Third Party

### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the compliance officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, (reference addendum), but oral complaints shall be acceptable.

### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the compliance officer. The compliance officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the compliance officer.



## **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

## **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the compliance officer within fifteen (15) days.
2. The compliance officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The compliance officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA 04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: the duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or mental disabilities:

- \*Autism**
- \*Emotional disturbance**
- \*Deafness**
- \*Hearing impairment**
- \*Specific learning disability**
- \*Mental retardation**
- \*Multiple Disabilities**

- \*Other health impairment
- \*Orthopedic Impairment due to chronic or acute health problems
- \*Speech and language impairment
- \*Visual impairment including blindness
- \*Deaf-blindness
- \*Traumatic Brain Injury
- \*Developmental Delay

## Early Intervention

The IDEA 04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer who or what questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer where questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; wont touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesnt play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

## Screening

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the students home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact their local school**

**district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

## **Evaluation**

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

## **Educational Placement**

The IEP team develops a written education plan called an Individualized Education Plan (IEP). The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 16. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support

3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- Itinerant Special Education supports and services provided by special education personnel for 20% or less of the school day.
- Supplemental Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Handicapped Students**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations 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 that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

### **Confidentiality**

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's

family, and personal information or personal characteristics which would make the student's identity easily traceable.

- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited to**, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The school district will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. Destruction of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or after a former student's 24<sup>th</sup> birthday, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEPs, and last Notice of Recommended Educational Placement will be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is

authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the District discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

### **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

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

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or students parent;
  2. Mental or psychological problems of the student or students family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Districts will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Districts will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Districts will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Districts will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
 Bureau of Special Education  
 Division of Compliance  
 333 Market Street  
 Harrisburg, PA 17126-0333

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