

Northern Potter Children's School

www.northernpottersd.org



(814) 848-7563



Parent & Student Handbook

Mr. Nathan K. Jones-Superintendent of Schools

Mr. Michael D. Morgan- Children's School Principal

Dear Parents and Students:

On behalf of the Northern Potter Children's School staff, I'd like to welcome you to the 2021-2022 school year. A strong school-home partnership is essential for your child's success and fulfillment of our school's mission. This handbook is designed to strengthen this partnership by providing helpful information on school procedures and expectations.

We hope you find this to be a useful reference throughout the year. Your questions or suggestions about the contents of this handbook are welcomed.



Welcome Back!

Principal's Message

August 2021

Dear Students, Parents, and Guardians,

As I enter my 35th and final year as an educator in the Northern Potter school system I can't help but reflect back on what a wonderful career it has been! Teaching, coaching, and being principal are and have truly been a labor of love!

It's hard to believe that it's almost over.

Many of you reading this are parents, but at one time were students in my classrooms. What I brought to the table was a yearning for learning, a desire to see young minds grow, and for youngsters to see the potential not only in themselves, but also to come to school knowing that this was the best place to be in that moment!

To me, just showing up wasn't enough! It still isn't enough! I've always wanted my students to be active little scholars, working and learning all they could; to love learning and to celebrate the joy of learning by learning more, and more, and more!

I still get excited seeing your children gleefully walking- and sometimes running- up the sidewalk to enter the school every morning! To me that says a lot about our school. It means that we are doing a good job to make learning fun, and that you are doing a good job to instill a positive attitude in your children about coming to school.

I believe we are a great school and our school is a great place to learn. I believe that most of the people working, learning, and playing here are genuinely HAPPY to be here!

Throw in the fact that our school is the "greatest" place to be Monday-Friday for 180 days with the greatest elementary school PTO, K4-6 teachers, elementary school counselor, school district nurse, school paraprofessionals, school office manager, school custodians, K4-6 friends (students), and K4-6 parents, and you have a winning combination of people that can't be beat! Of course we have our problems; every school does, but these things do not hold us back or hinder our job to provide a meaningful education for every child that calls the Children's School "home!"

Please know that my door is always open. I'm just a phone call, text message, or email away if you ever want to talk about how to make our school an even greater place!

It has been an honor to serve the Northern Potter School District these last 35 years! I will cherish in my heart the memories of my time at NPSD always.

Respectfully,

Mr. Michael D. Morgan, Principal

Northern Potter School District

Mission Statement

The Northern Potter School District exists to provide **all** students the opportunity to achieve their highest potential.

Vision Statement

The Northern Potter School District will strive to become "World-Class" in preparing all students, using standards based curriculum, to compete successfully in a global economy.

Shared Values

1. We believe all children can learn.
2. We believe in high expectations for all students and the entire school community.
3. We believe in accountability.
4. We believe that children learn differently and their education should be geared to their unique, innate abilities.
5. We believe in the value of diversity.
6. We believe our schools should be safe and positive learning environments.
7. We believe in life-long learning.
8. We believe we must prepare all students to compete in a global community and be productive citizens.
9. We believe that teaching and learning cannot be done in isolation.
10. We believe that all students must receive a quality education by highly trained teachers and administrators.

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ATTENDANCE – ABSENCE

The school laws of Pennsylvania require every parent, guardian, or other person having control or charge of a child or children between the ages of eight and seventeen to send such child or children to school. The laws further require that, "Once a parent elects to send his/her child to school, the child must attend continuously until seventeen years of age, has graduated from a senior high school, or has secured legal employment at age sixteen." Resident children may be enrolled in K4 provided they have reached the age of four years on or before September 1 or kindergarten(K5) provided they have reached the age of five years on or before September 1. Children shall be admitted to first grade provided they have reached the age of six years on or before September 1.

Attendance Tracking - The daily attendance of each NPCS student, including tardiness and early dismissals, is carefully tracked and monitored. You will receive written notification if your child's attendance record falls below acceptable limits. Further measures will be taken if poor attendance continues after this initial notification.

Excused Absences - Of course, there are times when your child will be unable to attend a full day of school. The situations that are clearly identified as excused absences according to both state and district policies are illness, quarantine, death in immediate family, religious holidays, religious instruction, school activities such as a field trip; certain appointments that cannot be scheduled during non-school hours (proof of appointment is required); school suspension, or exceptionally urgent reasons that may affect the child.

Unexcused absences include but are not limited to: personal business; went out of town; shopping trip; overslept; missed the bus; went hunting or fishing; haircut appointment; had no clean clothes to wear; vacation trips not approved in advance; not knowing there was school; personal reasons, unless court ordered- proof of court order is required

Parents will be notified if an absence will be classified as unexcused as per school district policy. If a child accumulates three days of unexcused absences in a year, a first offense notice will be sent to the parents. More than three unexcused absences in a school year will result in a second offense citation to the parents/guardians and a mandatory **Attendance Improvement Meeting (AIM)** being scheduled and a **Attendance Improvement Plan (AIP)** will be put in writing. Failure to appear to a AIM will result in a complaint being filed with the District Magistrate. Failure of the student/parent following the AIP could also result in a truancy complaint being filed with the District Magistrate.

Students will be subject to the consequences for full-day absences, as appropriate; Examples are but not limited to: Missing recess, club period, or school assembly to make up missed work, or to receive small group or individualized instruction due to an absence.

Tardiness- The instructional day begins at 8:10 a.m. With the exception of bus riders who arrive late, students arriving after 8:10 a.m. must have a parent or guardian stop in the office and sign-in before reporting to class and present a note stating the reason for being tardy. Tardiness is deemed to be excused or unexcused according to the rules for full-day student absences. If a student has a high rate of unexcused tardiness, the parent will be contacted by the building principal for an explanation for the unexcused absences.

Vacations/Trips - District policy requires parents to submit a letter *before* a trip to request that this absence be classified as excused. Approval of trips is at the discretion of the principal. While the majority of trips will continue to be approved, this may not be the case if a child has a poor attendance record or there are academic performance concerns for the current school year. If a preplanned educational absence is necessary, parents are required to fill out a form for prior approval that can be obtained from the office. The principal should be given at least five school days notice to allow for good communication between the parent, teacher and school office. On this form parents will need to provide the educational itinerary for the trip. All assigned work will be given to your child the day before the trip. All work must be completed and returned to the classroom teacher when the student returns to school.

Parent Notes (*Written excuses must accompany all absences!*) - A written note of explanation must be submitted by parents/guardians for all absences including tardiness. If a note is not submitted **within 3 school days**, the absence will be considered unexcused. See Appendix D as a resource to submit acceptable excuses.

Make-up Work - During a child's absence, requests for make-up schoolwork must be received before 9:30 a.m. for same day requests. All efforts will be made to make this work available to you by 2:30 p.m.



BUS POLICY-See Northern Potter School District Transportation Procedures Manual

Respect for the driver and for other students will be expected at all times. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of bus riders may forfeit their bus riding privileges. If damage is done to the bus, it will be paid for by the offender.

If your child will not be riding the bus home on any given day, we must have a note indicating the change signed by a parent. If we do not have a note, we are obligated to have your child ride the bus if someone is not here by the bus dismissal time. A phone call to the office will be sufficient in an emergency. All students must ride their designated bus.

Students are not permitted to eat or drink on the bus. This includes candy and chewing gum. Playground equipment for recess should be brought to school in a backpack or a separate bag.

BUS RULES

1. Take assigned seats and remain seated until your stop. Please keep the aisle clear.
2. Talk with those sitting close by using a quiet, indoor voice.
3. Keep hands, feet, and objects to yourself. (out of aisle and away from windows)
4. Show respect for others.

BUS CONSEQUENCES

If a student is not following the bus rules the driver will speak with the child reviewing appropriate bus behavior. If the student's behavior does not improve the bus driver will communicate the problem to the Principal who will speak with the student. If the problem persists a written Bus Discipline Referral will be submitted to the Principal. After meeting with the Principal, a copy of the referral with disciplinary action will be sent home for a parent signature and must be returned to the office the following school day. The consequence for not returning this form will be loss of recess until the form is returned.

Bus transportation is a privilege. If a student chooses to disregard our bus rules a parent conference will be scheduled to discuss further disciplinary action. If a student's behavior poses a threat or danger to others they will lose this privilege requiring the home to make other transportation arrangements.

***The bus driver is responsible for transporting students safely to and from school. Behavior concerns will be communicated to the Principal who will handle all discipline matters. Any questions or concerns should be directed to the Principal not the bus driver.**

BUS PASSES

Bus passes should only be used in extreme emergencies. Parents must request bus passes in writing by 2:00 PM. In the case of an extreme emergency a phone call will be accepted. After-school activities such as birthday parties, sleepover arrangements, play dates at a friend's home, and medical appointments **do not** constitute legitimate requests for the use of a bus pass. Parents that abuse Northern Potter's bus pass privilege, which includes phone call requests, will have all bus pass privileges revoked. Parents should plan ahead and make sure that their child understands where they are to go at the end of a school day.

CAR RIDER DROP-OFF AND PICK-UP PROCEDURES

The **Drop-off and Pick-up Locations** will be at each end of the sidewalk near the Northern Potter field house (new gym) and the District Office entrance to the building. The lane in front of the school should not be used for drop-offs or pick-ups.

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT

Parents are requested to notify the school office, in writing, of a change of address, phone number or place of employment. This information must be current so we can reach you if an emergency exists.

CHILD CUSTODY

The following guidelines cover the procedures we will follow when dealing with a child or children whose parents are separated or divorced: 1. Absent a court order defining the custodial status of parents, a child will be released to either parent according to our normal dismissal procedures. 2. We will attempt to enforce any court order limiting custody. However, we must have a copy of that court order on file before it can be enforced. We will do everything possible to work with parents during a marital separation. However, the school cannot assume the role of mediator in these situations.

CHILD'S HEALTH

Pennsylvania school health law requires mandatory screenings to be done on public school students. Screenings performed by the nurse include yearly growth screens and yearly vision screens as well as hearing screens that are performed in grades K-3, 7 and 11. As a parent/guardian you are always welcome to be present during the exam(s). Typically these exams begin within 1 week of the start of the school year. Please let the school nurse know in advance if you would like to be present and she will be happy to let you know a date and time to be here. If you choose not to have your child screened by the school nurse, please send her a signed note that you wish not to have your child screened at school. If this is the case, you will be responsible to have your child seen by a professional of your choice and have those results faxed to the school nurse. (Fax: (814) 850-1208)

Much of this section has been removed following the COVID-2019 school closing. If a child has a temperature at or near 100 degrees Fahrenheit, the parent should inform the school nurse. If a child's temperature exceeds 100 degrees the child should remain absent from school and the parent should call the school to note the child's absence.

In the case of exposure to COVID, or a diagnosis of COVID, A CHILD SO EXCLUDED, SHALL NOT BE READMITTED WITHOUT A PHYSICIAN'S CERTIFICATION OF RECOVERY.

COMPUTER USAGE-ACCEPTABLE INTERNET USE

The use of school district computers is playing an increasingly important role in every student's education. It is important that you know the rules concerning their use. Here is a quick overview.

- It is your responsibility to learn all of the rules and regulations that define the use of school district computers. If you have questions, ask your teacher or your school's librarian.
- Please use the school district computers for educational purposes only. Limit the personal uses to your home computer.
- While using a school district computer, you may not participate in an illegal activity, access inappropriate sites or information, or engage in any activity that results in the harassment or offending of any other computer user.
- The computers are secured to prevent users from accessing data they are not permitted to use. Any attempt to circumvent computer or network security is a violation of this policy.
- You should treat the work of others with respect. You are not permitted to alter or delete anyone else's data files.

Generally speaking, the use of the school district computers is governed by the same rules of common sense and common courtesy that are observed for all student activities. Failure to abide by them may result in the loss of computer privileges or other, more serious consequences.

The NP School Board prohibits possession and use by students of any personal device that provides for a wireless, unfiltered connection to the Internet. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to the school by a student. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.

CONFERENCES

Scheduled parent-teacher conferences will be held during the school year (see school calendar). You will be notified about your individual conference. However, if you feel the need for a conference prior to being scheduled for one, please contact the teacher. He/she will gladly schedule one at a mutually convenient time. If you have any questions regarding classroom procedures, programs, etc., please contact your child's teacher. For further assistance, contact the principal's office.

DRESS AND GROOMING

Northern Potter students are urged to emphasize cleanliness, neatness and generally acceptable good taste in their dress and grooming habits. In an effort to maintain an atmosphere that is most conducive to learning, student attire is expected to be appropriate for school. Appropriate dress is that which is neither offensive nor distracting. It should not present a safety hazard or disruption to the learning environment. Clothing which advertises or promotes the use of drugs, alcohol, or tobacco products is not considered appropriate. Other types of inappropriate clothing include low riding jeans, items with tight/form-fitting fabric, tops with exposed midriff or shoulders, and very short skirts. Foot attire should be appropriate for scheduled activities. This means that on cold and snowy winter days boots should be worn during recess periods. Flip flops and/or sandals are not appropriate foot attire on gym days and pose a safety hazard when getting on and off busses.

EMERGENCY CLOSING OF SCHOOLS

Schools will not be open when, in the judgment of the Superintendent of Schools and the transportation staff, it is too dangerous for buses to travel. If school is to be closed, announcements will be made via our School Message System, the district's Facebook page, and on major radio and TV stations in our area. In case of a mid-day emergency closing of the school, School Messenger calls will be made to parents.

If conditions warrant, the announcement may indicate that school may open two hours late.

CONDITIONS SOMETIMES WARRANT AN EARLY DISMISSAL FROM SCHOOL. FOR THIS REASON, IT IS IMPERATIVE THAT YOUNGSTERS KNOW WHERE TO GO AND WHAT TO DO IF THEY ARRIVE HOME AND FIND NO ONE THERE. PLEASE ESTABLISH AN EMERGENCY PROCEDURE WITH THEM NOW SO THAT ALL SITUATIONS WILL BE COVERED. At the beginning of the year, you will be asked to complete an "Emergency School Closing" form to describe your child's plan in detail.

The decision to close school is made by the Superintendent of Schools, and it is important that our phone lines remain open to receive directions. Therefore, please do not call school. Also, on occasion, road conditions and/or the breakdown of a bus will cause delays in the departure time of our buses from school in the afternoon. Your patience and understanding of these occurrences will be deeply appreciated, and you can be assured that every effort will be made to get your child home as quickly and safely as possible.

(GUIDANCE) SCHOOL COUNSELOR- Mrs. Cynthia Cowburn, Please call (814) 848-7563 to schedule an appointment.

The Elementary School is fortunate to have a full-time school counselor available for both students and parents. Some of the services offered are:

1. Counseling students (and parents) about academic, social or adjustment problems.
2. Scheduling and participating in parent/teacher conferences, when requested.
3. Processing referrals for academic evaluations (called evaluations or psychological) for gifted, learning disabilities, hearing, vision, or other special education programs.
4. Informing parents/guardians of their legal rights involving testing and placement of students for and in special programs.
5. Making referrals to appropriate service providers for mental health needs.
6. Overseeing the administration of standardized tests and other testing programs.
7. Advising the elementary staff on handling problems with students.

HARASSMENT/BULLYING

The elimination of improper conduct, including harassment, is a high priority for the Northern Potter School District. It is the established policy of the Northern Potter School District to prohibit all forms of improper conduct, including harassment. A copy of the Northern Potter School District's Bully/Cyber bullying policy is available in each school office and on the Northern Potter School District website for your review.

All students are subject to the prohibitions in the policy and protected by it. If students or their parents/legal guardian believe that they are the victim of harassment or any other form of improper conduct; we urge them to report it to any teacher, guidance counselor, nurse, school principal or administrator in the school district. We will properly investigate any such complaints in order to take prompt and effective action to eradicate improper conduct. If you have any questions you may contact the individuals listed below:

Mr. Nate Jones
District Superintendent
N. Potter School District
814-848-7506

Mr. Michael Morgan
Principal
N. Potter Children's School
814-848-7563

Mrs. Cynthia Cowburn
School Counselor
N. Potter Children's School
814-848-7563

Retaliation by anyone against an individual, who has reported improper conduct, including harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the individuals listed above or your child's teacher immediately.

HOMEBOUND INSTRUCTION

If a student is going to be absent for longer than two weeks because of a serious illness or surgery, the student may be eligible for homebound or "remote" learning instruction. A teacher, at no cost to the parents, would come to the home, or designated meeting area, for up to five hours a week to help the student with his/her studies. If possible, a remote learning plan may be conducted in order for the student to maintain good school attendance.

To take advantage of this service, you should contact the Elementary Principal. A letter from the doctor is needed. The letter must state the nature of the illness or surgery, the expected length of absence, attest that the child can do school work during this time, and is not infectious.

HOMEWORK

Homework serves several important purposes in Northern Potter School District's educational program.

- It promotes better home-school relations
- It helps students use and improve their study skills
- It provides extended time for coverage of subject matter
- It encourages concentration and independence of thought

A Northern Potter student can expect to have homework assigned regularly starting in elementary school. The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Other responsibilities **of the student** are:

1. To keep a written record of assignments for reference, especially if multiple assignments are given nightly.
2. To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.
3. To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The student should expect to complete the assignment at the earliest time possible unless it is waived by the teacher.
4. To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
5. To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
6. To realize that even if a nightly assignment is not given, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.
7. To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

Parents can best assist their children with homework by providing an atmosphere in the home that is conducive to study.

The quality of concentration on an assignment is as important as allowing sufficient time for its completion. Students need to learn early in their school experience that the completion of quality work is important and is to be expected. Parents' support and encouragement are essential if students are to put forth maximum effort in the completion of homework assignments.

Other considerations for parents are:

1. Expect short-term, nightly homework assignments to begin in the early grades and, as students enter the upper elementary grades, long-term assignments will be initiated.

2. As a "rule of thumb" parents can expect their child to spend ten minutes times the grade level on nightly homework assignments. (grades K-1-10min; grade 2-20 min; gr 3-30min; gr 4-40min; gr 5-50min; gr 6-60min)
3. As the child progresses through the grades, nightly homework assignments will vary depending upon the type of course load the student is carrying.
4. Encourage your child to read independently. Accelerated Reader (AR) goals will be communicated home quarterly. *Students are expected to read (on average) at least 15 minutes at home each night Monday-Thursday, and at least 15 minutes one day on the weekend. Students may be required to read and/or do homework assignments during holiday breaks-especially if they are "behind" in their reading or have excessive absences. Students should check their AR goals with their teachers.*
5. Check if the assigned work is done neatly and accurately.
6. Help your child with homework assignments at his/her request, but never do the work for him/her.
7. Encourage the child to inform the teacher if he/she does not understand a skill or concept.
8. Communicate with your child's teacher if a problem persists in the successful completion of homework.
9. Send a note of explanation to the teacher if your child cannot complete an assignment due to a family or personal emergency. Unless waived by the teacher, the student will be expected to complete the assignment as soon as possible.
10. Expect that all required reference material needed to complete an assignment will be available in the school. Students will be encouraged to use other public library facilities when working on research projects.
11. Share your interests in reading, writing, learning or hobbies with your child so that he/she knows that you value learning.
12. Encourage your child to practice learning skills in home chores: shopping, home and yard care, maintaining personal belongings, care of pets, etc.
13. Continue to take family trips and vacations that provide enriching experiences that relate learning to pleasurable activities.
14. Realize that the successful completion of homework without constant reminder is an important measure of self-discipline.
15. Realize that homework is graded in two areas: content and work habits.

LOST AND FOUND

Please label your children's personal belongings (clothing, lunch kits, notebooks, etc.) so that they can be easily returned to their owners when misplaced. The lost and found for clothing, book bags, etc. is located in the office. Items left unclaimed will be donated to a charitable organization on a periodic basis. Check with the office if you have lost smaller items such as jewelry.

LUNCH & BREAKFAST PROGRAM

2021-2022 charges to a child's lunch account will be through the purchase of Ala-carte items only.

By an act of government, school breakfasts and lunches will be offered free of charge during the 2021-2022 school.

The Northern Potter School District participates in the National School Lunch & Breakfast Program. We have made great strides to meet the nutritional guidelines mandated by the "Dietary Guidelines for Americans", which require that less than 30% of the calories in the type "A" lunches can be derived from fat and 10% from saturated fat. We are accomplishing this in three ways: *1. Increasing the fruits, vegetables and grains offered on the menus daily; 2. Using low-fat and reduced-fat ingredients and menu items, such as fat-free and low-fat salad dressings, and part-skim mozzarella cheese; 3. Food preparation techniques reducing fat include steaming vegetables, rinsing browned meats and using spices in place of fat for seasoning.*

Students are offered five components: Meat/Meat Alternative, Milk (1% LoFat Flavored (Choc), 1% LoFat White, and Skim), at least three varieties of Vegetables/Fruit, and Bread/Grain. Students may select soup as a vegetable.

Parents may deposit funds into a food account for each of their children offered by the Northern Potter School District. Prices, daily menu choices, and other details about student lunches will be available on the monthly lunch calendar. If you have any questions, concerns, or suggestions, please call Mrs. Lynetta Syska, Northern Potter Cafeteria Manager at 814-848-7563.

MEDICATIONS-Must be delivered to the school nurse by a parent or guardian. Do not send medication to school with any child!

In order to protect your child as well as employees of the school district, the following procedure concerning the giving of medicine to students is in effect. Please read this procedure carefully, and if you have any questions, call the School Nurse, Mrs. Jessica Cizek at 848-7563.

1. No medicine of ANY KIND may be given to students by school personnel without a doctor's written order. This includes aspirin, cough medicine, cold tablets, and so forth.

***Notes-**

Emergency Epinephrine: Per Pennsylvania law, emergency epinephrine may be administered to students having a life-threatening allergic reaction while at school. As a parent, you do have the right to decline the administration of emergency epinephrine. Since this is the law, an **opt-out** consent needs to be obtained by the school for the student to not receive this medication. If you do not wish for your child to receive this potentially life-saving medication, **I will need you to stop by the school and sign the opt-out form.**

NALOXONE-In an effort to ensure the health and safety of its students and staff, the district will maintain and administer an opioid antagonist in its schools, specifically Naloxone, otherwise known by its brand name Narcan, for use during emergencies to any student, staff member, or visitor experiencing a known or suspected opioid overdose.

2. The doctor's written order must contain the following information and be one file with the School Nurse.
 - a. Child's name
 - b. Name of medication
 - c. Dosage; Frequency; Times of administration; and any special instructions
3. In addition to the doctor's order, you as the parent or guardian must send a written request to the school asking us to give the medicine to your child.
4. Finally, the medication **MUST** be in its original container and contain the following:
 - a. The name of the medication
 - b. The name of the student
 - c. The name of the doctor
 - d. The directions on giving it

Without each of the above steps being completed, school personnel, including the nurse, will NOT be able to give your child any medication, no matter how serious the illness.

NURSE & NURSE'S OFFICE, Mrs. Jessica Cizek. Please call 848-7563 (7534 at the high school) to speak to the school nurse.

The Nurse's Office is open throughout the school day. Please call before coming to the school to speak with the Nurse and we will make the appropriate arrangements.

Unless a pupil's life is obviously in serious danger, or serious injury would result from delay, the parents of the pupil will be consulted before any major treatment or disposition is arranged. If a dire emergency exists, the child will be taken to the hospital by ambulance, and efforts to contact the family will be continued.

If an emergency situation does not exist, the child will be kept in school until transportation arrangements can be made. The responsibility of transportation rests with the parents. School officials will notify the parents that the child is injured or ill.

PLAYGROUND/RECESS RULES

Students are advised to use restrooms BEFORE going out to the playground. Students should remember to bring jackets and playground equipment outside to prevent them from entering the classroom unsupervised.

1. Please show respect for others. Use appropriate language and keep your hands to yourself.
2. All students should line up promptly when their teacher's name is called. Hold onto all equipment and return it to the storage area.

Swings on all playgrounds

- a. Only one person may be on a swing at a time and remember to give a turn to those students who are waiting.
- b. If waiting for a turn, stand away from the swings on the grass. No one should be at the swings unless they are swinging or waiting to swing.
- c. No standing or jumping off of the swings.
- d. Swing the proper direction and do not wind up the chains.

Climber (Grades 1-2-3 Playground, and Front Circle Playground)

- a. For safety reasons playing tag on the climber is not permitted. Tag should be played on the grass only.
- b. Do not walk or climb on the slide.

Balls

- a. All sports balls are to be used for the sport that they were intended for.
- b. Soccer and football should be played on the grass area below the swings.
- c. Only basketballs and four-square balls are permitted on the blacktop.

Football/Soccer

The rules that are followed in gym class apply to the playground: Touch football only- NO TACKLING or “slide” tackling is allowed. Due to the size of our playground areas no more than ten (10) people will be allowed on each team. If there is a problem choosing teams a teacher on duty will help to choose the teams. There will be no arguing.

Games of Tag, or other “Chase” Games

Students are encouraged to run and play with their friends. Games such as “Tag” and other chase games should be played in similar fashion and by the same rules as those observed in gym class. *Tag does not include: slapping, kicking, punching, or tackling. Students that cannot play tag correctly will be issued one warning and may resume play. If another warning is warranted then play will be restricted to other independent play time activities for an indefinite time period.*

INDOOR RECESS RULES

All students should report directly to their classroom from the cafeteria. Do not use bathrooms unless you have been given permission. Students should be seated and engaged in a quiet activity. Classroom teachers will provide activity guidelines for their students.

RECESS CONSEQUENCES

First Offense: Verbal warning given by the teacher(or staff members) on duty. The problem is identified with suggestions given for proper behavior.

Second Offense: Student will be removed from the activity for a short time out or the remainder of the recess period.

Inside Recess- Student will be asked to sit at their desk for a time out.

Third Offense: Student will lose one week of recess privileges and a notice will be sent home to the parents informing them of the offense.

Fourth Offense: Principal is notified. Student discusses problem with Principal. Depending upon the problem, loss of free time privileges including after-school activities will be considered.

Repeated or Serious Offenses: A student will receive a disciplinary form outlining the problem. This form must be signed by a parent and returned to school the following day for the child to resume their recess privilege and only after an appropriate consequence has been served. Depending upon the circumstances a parent may also be contacted by phone.

SCHOOL DAY-HOURS OF OPERATION

The instructional day begins at 8:10 a.m. and ends at 2:45 p.m. for grades K4-6. Children, if driven to school, students should not be dropped off before 7:40 a.m. Supervision of students is not available until that time.

The school office is open from 7:40 a.m. – 3:30 p.m. each day during the school year.

SCHOOL-WIDE POSTIVE BEHAVIOR PLAN (SWBPB)-BUCKET FILLER PROGRAM

At Northern Potter we believe in a school-wide system approach that supports positive behavior among our teachers, staff, and students. Beginning with the 2016-2017 school year, School Counselor and Student Government Advisor, Mrs. Cowburn announced the “Bucket Filler” program. The Bucket Filler program not only encourages positive behavior, but “teaches” positive behavior through classroom lessons and school-wide assemblies and events. We begin each day with daily morning announcements, reciting the Pledge of Allegiance, and singing or listening to a patriotic song. Teachers and staff members and students acknowledge “bucket fillers” by filling out “Bucket Filler” slips that are read during morning announcements and are entered into drawings for prizes. Other school-wide positive behavior is acknowledged by our bus drivers- “Caught Being Good on the Bus” program; school attendance- monthly and yearly perfect attendance certificates and prizes; reaching quarterly Accelerated Reader goals, as well as acknowledging families that attend Family Fun Night events(if scheduled). For more information about school-wide positive behavior and the “Bucket Filler” program please go to: <https://www.pbis.org> or <https://bucketfillers101.com/> .

TAKING YOUR CHILD OUT OF SCHOOL

If, for any reason, such as a doctor or dentist appointment, you need to take your child out of school during the school day, please follow this procedure:

1. Send a note to your child's teacher stating the reason your child is to be released and the time you will call for him/her.
2. Prior to taking your child from the school, please sign your child out on the SIGN-OUT/SIGN-IN sheet in the office. Upon returning, the child's parent or designated guardian should sign the child back in. This procedure is designed to protect your child.
3. If you have someone else pick up the child, please identify the person who will be coming and have that person come to the office.

NOTE: Please make every attempt to schedule appointments during non-school hours and make every attempt during school hours to have your child return to school as promptly as possible after appointments, unless the appointment is scheduled at the end of the school day.

TOBACCO – FREE SCHOOLS

The Northern Potter School District is tobacco-free and all persons (students, employees, independent contractors, members of the general public, and other individuals) are prohibited from using any tobacco products in or on school district premises, property, in its vehicles including vehicles parked on District property.

VISITORS *(Due to COVID this procedure is temporarily suspended until further notice)*

All visitors must report to the office.

Once all COVID restrictions have been lifted, parents will once again be encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teachers during such visits, but rather schedule a conference for a mutually acceptable time.

All visitors must enter the school by means of the main entrance. For the protection of the students, all visitors are to report to the office immediately upon entering the building and receive a visitor's pass. Please do not go directly to the classroom. *(Due to COVID this procedure is temporarily suspended until further notice)*

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Place the name of your child and the teacher's name on the item. Interrupting class hampers valuable instruction time. Your cooperation will be appreciated.

WEAPONS VIOLATIONS

The Northern Potter School District recognizes its responsibility as an educational institution to be in the vanguard in promoting sound public policy, especially when it relates to public health, safety and comfort. The district recognizes that the inappropriate possession of firearms and/or other weapons presents serious possible risks to person and property. These guidelines are further intended to convince young people of the critical importance of firearm and/or weapon safety.

Weapons – For the purpose of these guidelines, weapons shall include, but not limited to, devices and materials described in Act 26 of 1995 and subsequent revisions: and look-alike weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool capable of inflicting serious bodily injury.

APPENDIX A

Northern Potter Children's School Report Card Grading Procedures

K4-Grade 3 Grading Procedures

Grades are determined by the student's work habits, participation and performance, quiz and test grades, and homework completion. In the K4- grade 3 span, teachers will report grades using a 1-4 point scale in all areas.

- NA- Subject area or skill has not been assessed during the reporting period
- 1- Student achievement and progress demonstrates "Below Basic" Performance
- 2- Student achievement and progress demonstrates "Basic" Performance
- 3- Student achievement and progress demonstrates "Proficient" Performance
- 4- Student achievement and progress demonstrates "Advanced" Performance

Grades 4, 5, and 6 Grading Procedures

Teachers in grades 4-5-6 will report **percentage grades** in the major subject areas (Language Arts, Reading, Math, Social Studies, and Science):

- 100%-92% grade point average indicates exemplary test, quiz, and daily/weekly academic performance
- 91%-85% grade point average indicates good test, quiz, and daily/weekly academic performance
- 84%-77% indicates average test, quiz, and daily/weekly academic performance
- 76%-69% indicates below average test, quiz, and daily/weekly academic performance
- Below 69% indicates a well below average test, quiz, and daily/weekly academic performance

Grades 4, 5, and 6 Report cards will continue to contain subject area skill evaluations using a 1-4 point scale:

- NA- Subject area or skill has not been assessed during the reporting period
- 1- Student achievement and progress demonstrates "Below Basic" Performance
- 2- Student achievement and progress demonstrates "Basic" Performance
- 3- Student achievement and progress demonstrates "Proficient" Performance
- 4- Student achievement and progress demonstrates "Advanced" Performance

Encore Subject Grading Procedures- "SPECIALS"

Teachers teaching the "encore" subjects of Art, Library, Music, and Physical Education will report student performance based on the 1-4 point scale:

- 1- Student achievement and progress demonstrates "Below Basic" Performance
- 2- Student achievement and progress demonstrates "Basic" Performance
- 3- Student achievement and progress demonstrates "Proficient" Performance
- 4- Student achievement and progress demonstrates "Advanced" Performance

Report cards are sent home with students at the end of each quarter. The yearly school calendar notes the end of marking period dates.

Appendix B

Northern Potter
Children's School

Disciplinary

Action Tables

APPENDIX B

Disciplinary Action Schedules

In order to provide all students, parents/guardians, teachers and interested personnel with an understanding of the discipline procedures, the following tables are presented. The examples listed at each level are not all inclusive. It would be impossible to list all infractions that could occur. The items listed and the directions presented should provide everyone with a better understanding of what will happen if policies are violated.

Elementary Policy K-6 Level I Examples

In this level are behaviors on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are generally handled by individual staff members or those in charge. *When a child becomes a **chronic offender**, an ODR form (On-line Discipline Referral) is sent to the principal and a positive behavior action plan will be drafted-a mandatory meeting is held with parents/guardians. This now becomes Level II misbehavior.*

<u>Examples</u>	<u>Procedures</u>	<u>Possible Disciplinary Options/Responses</u>
1. Cheating, lying	1. There is immediate intervention by the staff member who is supervising the student or observes the misbehavior	Re-teaching of appropriate behavior, verbal reprimand, loss of recess and/or special privileges, parent/guardian notification, principal and school counselor notification, confiscation of non-instructional items, isolation in classroom or seat change, behavior contract with student, clean, repair, or replace damage, loss of recess, lunch in a restricted, specific classroom management programs
2. Chewing gum, candy, or eating food during class, (unless authorized)	2. Teacher will document in writing the nature of the incident	
3. Horseplay and scuffling	3. Continual Level I misbehavior warrants parent/guardian notification	
4. Loud, boisterous noise		
5. Minor defacing of school property (writing on desks, walls, books, etc.		
6. Bringing non-instructional items to school <i>without</i> permission		
7. Public displays of emotional outbursts		
8. Running in school		
9. Throwing objects (pencils, erasers, snowballs, etc.)		
10. Violation of classroom procedures established by teacher		

LEVEL I Examples (continued)

11. Harassment of fellow student
12. Use of obscene language or gestures
13. Inappropriate behavior in restrooms, hallways, and cafeteria
14. Refusal to carry out directions
15. Disrespect toward teachers, support staff, or students
16. Failure to complete responsibilities such as turning in homework, projects, papers from home, etc.
17. Failure to obey playground rules

Elementary Policy K-6 Level II Examples

In this Level are included misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors will necessitate a mandatory meeting held with parents/guardians and a positive behavior plan being enacted. The student, his/her parent, and principal will assume the major responsibilities for corrective action.

<u>Examples</u>	<u>Procedures</u>	<u>Possible Disciplinary Options/Responses</u>
1. Continuation of Level I misbehavior	1. The student is referred to the principal with an account of interventions already taken place	Continuation of the Level I more stringent Level I options (re-teaching, etc.) including a positive behavior plan
2. Continual harassment of other students	2. Principal meets with the student and/or teacher and decides the most appropriate response	Parent/guardian conference at this level becomes mandatory Referral to an outside agency
3. Stealing	3. Disciplinary record is kept on file in office	In/Out of school suspension
4. Showing flagrant disrespect to school personnel in action, word, and/or gestures	4. The parent/guardian is notified	
5. Fighting		
6. Vandalism		
7. Intentional defiance and insubordination		

LEVEL II Examples (continued)

- 8. Excessive tardiness or absence from school
- 9. Misbehavior on the bus
- 10. Use of social/ethnic slurs, as well as derogatory terms (swearing)
- 11. Major classroom disruption
- 12. Leaving school grounds without permission

**Elementary Policy K-6
Level III Examples**

Level III acts of behavior are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school.

<u>Examples</u>	<u>Procedures</u>	<u>Possible Disciplinary Options/Responses</u>
1. Continuation of Level I or II misbehaviors	1. Principal is notified, meets with the student and/or teacher and decides the most appropriate response	Continuation of the Level II appropriate Level II options
2. Threats or acts of violence directed toward another student or staff member	2. Teacher is informed of principal's action	Full withdrawal of participation in school activities
3. Intentionally setting off a fire alarm	3. Parents/Guardians are notified by the principal of the student's misconduct and discipline if deemed necessary, the principal contacts law enforcement officials	Parent/Guardian conference
4. Possession and/or use of firecrackers or explosives	4. An accurate record of the misbehavior and disciplinary response is maintained in the school office	In-school suspension (1 to 3 days)
5. Indecent exposure		Temporary out-of-school suspension (1 to 3 days)
6. Sexual harassment of students		Superintendent notified

LEVEL III Examples (continued)

- | | |
|--|---|
| 7. Possession of tobacco products | Possible hearing held at Superintendent's level |
| 8. Any other offense which would merit this Level of disciplinary response | |

Elementary Policy K-6 Level IV Examples

Represented in this level are acts which are clearly criminal. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action which calls for the immediate removal of the student from school and the intervention of police.

<u>Examples</u>	<u>Procedures</u>	<u>Possible Disciplinary Options/Responses</u>
1. Continuation of misbehavior	1. Having verified the offense, the principal meets with all those involved	Continuation of the Level III appropriate Level III options
2. Possession, and/or sale of stolen property	2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents/guardians immediately	Full restoration of damages
3. Possession, transfer, and use of weapons or explosive devices	3. The principal informs the Superintendent	Full suspension (4-10 days)
4. Arson or bomb threat	4. School officials contact proper authorities and assist in prosecuting the offender	Expulsion
5. Possession, use, or distribution of alcohol or prescription and non-prescription drugs	5. The principal submits a complete and accurate report to the Superintendent for possible Board action	
6. Assault and battery	6. In the event of expulsion, the student receives a full due process hearing before the Board of Education	
7. Any violation of the Pennsylvania Criminal Code		

ACTION SHOTS from 2020-2021



APPENDIX C

What if you think your child has a learning disability?

To answer that question we provide information on this page taken from:
https://www.pattan.net/getattachment/Publications/Pennsylvania-Parent-Guide-to-Special-Education-for/SchAge_Parent0517-pdf/SchAge-Parent-Gd-10-25-18wba.pdf?lang=en-US&ext=.pdf

Does My Child Need Special Education?

Determining Eligibility

As a parent, you are uniquely qualified to know your child's learning strengths and weaknesses. If it is determined that your child is eligible for special education services, school professionals will utilize your knowledge in designing a special education program for your child's benefit.

Your child may be eligible for special education if your child:

- 1) Has an intellectual disability, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a speech or language impairment, a visual impairment (including blindness), autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities and
- 2) Needs special education, as determined by an evaluation team. Your child must meet both qualifications in order to be eligible for special education.

You can also begin the evaluation process yourself. If you think your child should be tested, send a letter to the school- your child's teacher or the school principal, asking the school to evaluate your child. Make sure to keep a copy of the letter for yourself!

In Pennsylvania, all children eligible for special education have the right to a free, appropriate, public education (FAPE).

NOTE: Children with disabilities who are not eligible for special education may qualify for accommodations in the general classroom under Section 504 of the Rehabilitation Act of 1973. Chapter 15 regulations apply for these students. Chapter 14 regulations apply to those students who qualify for special education services by meeting the two-part criteria listed above.

For more information about Special Education in Pennsylvania go to:

https://www.pattan.net/getattachment/Publications/Pennsylvania-Parent-Guide-to-Special-Education-for/SchAge_Parent0517-pdf/SchAge-Parent-Gd-10-25-18wba.pdf?lang=en-US&ext=.pdf

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APPENDIX D

Acceptable Written Excuses for Reportable Absences from School-Please refer to page 1 of this handbook for acceptable reasons for being absent from school.

(Please fill out all information and return the completed excuse with your child or drop it off at the Northern Potter Children's School within 3 days of your child being absent. Faxes will not be accepted)

Today's Date _____ Date of Child's Absence _____

Child's Name _____ Grade _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

*****Please cut here*****

Today's Date _____ Date of Child's Absence _____

Child's Name _____ Grade _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

*****Please cut here*****

Today's Date _____ Date of Child's Absence _____

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Child's Name _____ Grade _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

*****Please cut here*****

Today's Date _____ Date of Child's Absence _____

Child's Name _____ Grade _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

*****Please cut here*****

Today's Date _____ Date of Child's Absence _____

Child's Name _____ Grade _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

The Grade 4 Squad- Becoming a 4th grade Tradition!



Fun times in 3rd grade during March!

BECAUSE...YOU JUST NEVER KNOW...



When your K4 Christmas tree hat might come in handy...

Northern Potter Children's School Faculty & Staff Contact Information

NPCS Office (814) 848-7563; Fax (814) 850-1208

Parents: Please call the school to schedule an appointment. Teachers cannot accept calls during instructional time. Teachers' email addresses are here for your convenience. Teachers will check emails daily until 3:30PM.

Staff Member	Grade level/Subject	Staff emails
Baker, Lisa	Grade 6 ELA & Science	lbaker@northernpottersd.org
Barber, Jeff	PreK-6 PE/Health	jbarber@northernpottersd.org
*****	PreK-6 Library Science & Enrichment	*****
Cady, Casey	Pre-K	ccady@northernpottersd.org
Cizek, Jessica	School Nurse	jcizek@northernpottersd.org
Cornish, Lovina	PreK-6 Music	lcornish@northernpottersd.org
Cowburn, Cindy	School Counselor	ccowburn@northernpottersd.org
Daniels, Nicole	Grade 1	ndaniels@northernpottersd.org
Davis, Jared	Grade 5 Math & Science	jdavis@northernpottersd.org
Graves, Theresa	Grade 1	tgraves@northernpottersd.org
Hamilton, Wendy	Grade 2	whamilton@northernpottersd.org
Hoven, Jocelin	Grade 4 Math & Social Studies	jhoven1@northernpottersd.org
Hunt, Veronica	Reading Intervention	vhunt@northernpottersd.org
Kitch, Mary	Grade 3 Math & Science	mkitch@northernpottersd.org
Knowles, Jessica	Grade 2	jknowles@northernpottersd.org
Kosa, Darla	Kindergarten	dkosa@northernpottersd.org
Lewis, Angela	Grade 3 ELA & Social Studies	alewis@northernpottersd.org
Louca, Jeannine	Learning Support	jlouca@northernpottersd.org
Martin, Joan	Kindergarten	jmartin@northernpottersd.org
Misner, Tina	Grade 5 ELA and Social Studies	tmisner@northernpottersd.org
Peesock, Miranda	Learning support	mpeesock@northernpottersd.org
Short, Peggy	Grade 6 Math & Social Studies	jslawson@northernpottersd.org
Slawson, Jaime	Math Intervention	jslawson@northernpottersd.org
Smelko, Robyn	PreK-6 Art & Enrichment	rsmelko@northernpottersd.org
Syzmanik, Lori	K-6 Multiple Handicapped-Life Skills	lsyzmanik@northernpottersd.org
Weiss, Tracy	Grade 4 ELA & Science	tweiss@northernpottersd.org
Zelinka, Daphne	Pre-K	dzelinka@northernpottersd.org
Paraprofessional Staff		
Cline, Samantha	K-6 Multi-Handi-LSS-LS Paraprofessional	scline@northernpottersd.org
Coates, Bambi	K-6 Multi-Handi-LSS-LS Paraprofessional	bcoates@northernpottersd.org
Cornell, Stephanie	K-6 Multi-Handi-LSS-LS Paraprofessional	scornell@northernpottersd.org
Crawford, Melody	Gr 1/2/3 Learning Support Paraprofessional	mcrawford@northernpottersd.org
Erway, Michele	K5 Paraprofessional (Mrs. Martin)	merway@northernpottersd.org
Freeman, Beverly	PreK Paraprofessional	bfreeman@northernpottersd.org
Haggard, Patti	K-6 Multi-Handi-LSS-LS Paraprofessional	phaggard@northernpottersd.org
Fuhrer, Katrina	K5 Paraprofessional (Mrs. Kosa)	kfuhrer@northernpottersd.org
Passmore, Darlene	PreK Paraprofessional	dpassmore@northernpottersd.org
Snyder, Tammy	Gr 4/5/6 Learning Support Paraprofessional	tsnyder@northernpottersd.org
Cline, Samantha	K-6 Multi-Handi-LSS-LS Paraprofessional	scline@northernpottersd.org
IU 9 Staff		
Coffed, Jessica	Autism Paraprofessional	jcoffed@iu9.org
Shaefer, Jessica	K-6 Autism	jshaefer@iu9.org
Rathbun, Nicole	Speech and Language	nrathbun@northernpottersd.org



Northern Potter Children's School

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