

# **Northern Potter Jr./Sr. High School**



**[www.northernpottersd.org](http://www.northernpottersd.org)**

**2024-2025**

**Student & Parent/Guardian Handbook**



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**ADMINISTRATIVE PERSONNEL**

Mr. Nate Jones – Superintendent  
Mrs. Peg Burdick – Business Manager  
Mrs. Sherri Blackwell – Middle and High School Principal  
Ms. Wendy Bailey– Children’s School Principal

**District administrative office:**

745 Northern Potter Road  
Ulysses, PA 16948  
Phone: 814-848-7506  
Secretaries: Mrs. Susan Amidon, Mrs. Jackie Erway,  
Mrs. Shannon Kurtz

**Northern Potter Jr./Sr. High School office:**

763 Northern Potter Road  
Ulysses PA 16948  
Phone: 814-848-7534  
Secretaries: Mrs. Tammy Ellison, TBD

**Children’s School office:**

745 Northern Potter Road  
Ulysses, PA 16948  
Phone: 814-848-7563  
Secretary: Mrs. Brenda Lehman

**BOARD OF EDUCATION**

Mr. Michael Grimes, President  
Mr. Cale Grimes, Vice-President  
Ms. April Blake, Treasurer  
Mr. Marshall Hamilton  
Mr. Michael Kibbe Jr.

Mr. David Knowles  
Mrs. Jeanne Sherman  
Mr. Joel Wheeler  
Mr. Cliff Wood

Regular meetings are held on the first and second Mondays of the month or as otherwise noted on the calendar at 7:30 P.M. in the Children’s School library.

Check the district website for the meeting agendas, minutes, and board policies.

**NORTHERN POTTER HIGH SCHOOL ALMA MATER**

(TUNE: PENN STATE ALMA MATER) submitted by Eldon Price

“Northern Potter” let us sing  
Through these halls our voices ring  
Loyalty to thee we bring  
Hear our song, hear our song.  
Loudly raise the mighty theme  
For our honor and esteem  
May we strive to reign supreme  
Blue and gold, blue and gold.  
Years have passed since first we came  
To this place which bears thy name  
May our lives bring thee acclaim  
Evermore, evermore.  
Repeat Verse 1

## **MISSION OF THE NORTHERN POTTER SCHOOL DISTRICT**

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

## **VISION OF THE NORTHERN POTTER SCHOOL DISTRICT**

**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 OF THE NORTHERN POTTER SCHOOL DISTRICT**

**We believe all children can learn.**

**We believe in high expectations for all students and the entire school community.**

**We believe in accountability.**

**We believe that children learn differently and their education should be geared to their unique, innate abilities.**

**We believe in the value of diversity.**

**We believe our schools should be safe and positive learning environments.**

**We believe in life-long learning.**

**We believe we must prepare all students to compete in a global community and be productive citizens.**

**We believe that teaching and learning cannot be done in isolation.**

**We believe that all students must receive a quality education by highly trained teachers and administrators.**

## **FACULTY AND STAFF**

### **Administrative Staff**

Sherri Blackwell, Principal  
Jessica Moon, Dean of Students  
Kevin Roessner, School Counselor  
Brian McCorkle, Athletic Director  
Jessica Cizek, School Nurse  
Tammy Ellison, Principal's Secretary  
TBD Multi-Support Secretary

### **Art**

Angela Lewis

### **English & Foreign Languages**

Jessica Moon  
Amanda Pomeroy (MS)\*  
Marcia Wheeler  
Karen Wolfinger

### **Enrichment**

TBD

### **Health & Physical Education**

Jeff Barber  
Dawn Bieser

### **Mathematics**

Matthew Doud  
Brian McCorkle  
Karmen Short (MS)\*

### **Music**

Lovina Cornish - Band  
Don Vought - Chorus

### **Science**

Melanie Farrant (MS)\*  
Heidi Jackson  
Georgia McCutcheon

### **Social Studies**

Tim Brosky  
Deborah Hamilton (HS)(MS)\*  
Chad Haskins (HS) (MS)\*

### **Vocational Agriculture**

Taylor Adams  
Cheri Potter

### **Learning Support and Life Skills**

Heather Ace (HS) (MS)\*  
Justin Hoven (HS)  
Sky Barney (MS)\*  
TBD (HS)

### **Library**

Marcia Wheeler

### **Online Learning Coordinator**

Melinda Stephens

### **Paraprofessionals**

Sandy Baker  
Candice Cooney  
Ronda McCaslin  
Ashley Prince  
Susan Reigh  
Nikki Thompson  
Jackie Willow

### **Dickinson Mental Health Counseling**

Rose Beaver

### **Maintenance**

Kirk McCaslin, Supervisor  
Dean Erway  
Mike Kibbe  
Cindy North  
Walter Soroko  
Rick Vandecar

### **Cafeteria**

Lynetta Siska, Supervisor  
Elizabeth Coates  
Sandra Russell  
Nancy Kibbe  
Julie Hand  
Chris Cary  
Nicole Soule

### **Career Mentor**

Jenna McConnell

### **School Psychologist (from IU)**

Jennifer Updyke

### **ICM**

Nicola Wood

(MS)\* = Middle School Staff

<b><u>End of Marking Periods</u></b>	<b><u>Jr./Sr. High Grading Scale</u></b>		
Quarter #1 – Thursday, October 24, 2024	<b>Letter</b>	<b>Percentage</b>	<b>Grade Point</b>
Quarter #2 – Monday, January 13, 2025	<b>A</b>	<b>95 – 100</b>	<b>4.00</b>
Quarter #3 – Thursday, March 20, 2025	<b>A-</b>	<b>92 – 94</b>	<b>3.67</b>
Quarter #4 – Thursday, May 29, 2025	<b>B+</b>	<b>89 – 91</b>	<b>3.33</b>
<b><u>Grades Due from Teachers</u></b>	<b>B</b>	<b>86 – 88</b>	<b>3.00</b>
Tuesday, October 29, 2024 @ 8AM	<b>B-</b>	<b>83 – 85</b>	<b>2.67</b>
Thursday, January 16, 2025 @ 8AM	<b>C+</b>	<b>80 – 82</b>	<b>2.33</b>
Tuesday, March 25, 2025 @ 8AM	<b>C</b>	<b>77 – 79</b>	<b>2.00</b>
Friday, May 30, 2025 @ 12PM*	<b>C-</b>	<b>74 – 76</b>	<b>1.67</b>
<b><u>Conference Dates</u></b>	<b>D+</b>	<b>71 – 73</b>	<b>1.33</b>
Thursday, Nov. 14, 2024 from 1:00 to 6:00PM	<b>D</b>	<b>68 – 70</b>	<b>1.00</b>
Thursday, Jan. 22, 2025 from 1:00 to 6:00PM	<b>D-</b>	<b>65 – 67</b>	<b>0.67</b>
<b>*Senior grades due by Wednesday, May 21, 2025 @ 8AM</b>	<b>F</b>	<b>Below 65</b>	<b>0.00</b>
	<b>S</b>	<b>Satisfactory</b>	
	<b>U</b>	<b>Unsatisfactory</b>	
	<b>M</b>	<b>Medical</b>	
	<b>P</b>	<b>Pass</b>	

## BELL SCHEDULES

### Daily Jr./Sr. High School Bell Schedule:

7:45 - 8:07	Homeroom (attendance to be taken by 8:05)
8:10 - 8:48	Period 1
8:51 - 9:29	Period 2
9:32 - 10:10	Period 3
10:13 - 10:51	Period 4
10:54 - 11:29	I-Period
<u>Block A (MS)</u> 11:31-12:02 12:05 - 12:46	Lunch (Middle School) Period 5 A
<u>Block B (HS)</u> 11:32 - 12:13 12:16 - 12:46	Period 5 B Lunch (High School)
12:49 - 1:27	Period 6
1:30 - 2:08	Period 7
2:11 - 2:49	Period 8 (students will remain in Period 8 until dismissed)
2:49	Drivers/riders dismissal
2:58	All student dismissal

### Mentor (Activity) Period Bell Schedule for middle and high school: (monthly)

7:45 - 8:07	Homeroom (attendance to be taken by 8:05)
8:10 - 8:35	Period 1
8:38 - 9:13	Period 2
9:15 - 9:50	Period 3
9:53 - 10:28	Period 4
10:31 - 11:29	Mentor Period
The remainder of the day will run on a normal bell schedule.	

\*All CTC students will report to CTC in the afternoon.



## Late Start/Early Dismissal Bell Schedule:

### Two-Hour Delay:

9:45 - 10:07	Homeroom (attendance to be taken by 10:05)
10:07 - 10:43	Period 1/3
10:46 - 11:29	Period 2/4
<u>Block A (MS)</u> 11:31-12:02 12:05 - 12:46	Lunch (Middle School) Period 5 A
<u>Block B (HS)</u> 11:32 - 12:13 12:16 - 12:46	Period 5 B Lunch (High School)
12:49 - 1:27	Period 6
1:30 - 2:08	Period 7
2:11 - 2:49	Period 8 (students will remain in Period 8 until dismissed)
2:49	Drivers/riders dismissal
2:58	All student dismissal

### Early Dismissal Schedule:

7:45 - 8:07	Homeroom (attendance to be taken by 8:05)
8:10 - 8:48	Period 1
8:51 - 9:29	Period 2
9:32 - 10:10	Period 3
10:13 - 10:51	Period 4
10:54 - 11:29	I-Period
<u>Block A (MS)</u> 11:32 - 12:02 12:05 - 12:46	Lunch (Middle School) Period 5 A
<u>Block B (HS)</u> 11:32 - 12:13 12:16 - 12:46	Period 5 B Lunch (High School)

**\*All CTC students will report to CTC in the afternoon unless otherwise specified.**

## High School Final Exam Day Schedule:

<b>ODD DAY</b> <b>Tuesday, May 27, 2025</b>		<b>EVEN DAY</b> <b>Wednesday, May 28, 2025</b>
Homeroom (attendance to be taken by 8:05)	7:45 - 8:07	Homeroom (attendance to be taken by 8:05)
Period 1	8:10 - 9:28	Period 2
Period 3	9:31 - 10:56	Period 4
Period 5	10:59 - 12:12	Period 6
Lunch for teachers and students - aides cover cafeteria	12:16 - 12:46	Lunch for teachers and students - aides cover cafeteria
Period 7	12:49 - 2:58	Period 8

**\* The middle school bell schedule is the same as the high school. Students switch classes at the same time.**

## **MIDDLE SCHOOL**

### **Middle School Introduction:**

Middle school learners will benefit from an approach that features each of the following:

- Initiating the development of a Career Portfolio
- Close monitoring of learning progress in core standards and extended thinking activities
- Support for social-emotional needs and development
- Uniform and shared expectations

In our planning for our middle school learners, we believe that it is important for students and families to have a handbook that is designed specifically with students in mind. Provided are specifics to just the middle school students. After this information, you will find content that has been published in the regular high school handbook as middle school learners will continue to reside in the same building as the high school.

### **Middle School Standards-Based Grading:**

All core subject areas (Math, English Language Arts, Science, and Social Studies) standards and eligible content will be transformed into measurable and manageable learning outcomes. Summative assessments such as tests, essays, and projects will determine learners' levels of mastery, and they may be retaken once after a period of re-learning. Accommodations will be provided to allow learners to take assessments in formats that meet their learning styles.

Progress toward learning outcomes in the core subjects and special subject areas will be communicated to parents/guardians through a student information system, CSIU.

Homework, classroom behavior, and/or work habits will not be included mathematically into determining whether or not students have mastered learning goals. However, anecdotal records may be kept on these things to provide feedback to learners and parents/guardians.

### **Middle School Subject Area Learning Targets:**

Middle school learners will acquire skills associated with four core subject areas as well as skills in music, art, physical education, Spanish, Forensics, STEM and vocational agriculture.

In the four core subject areas, these skills will be referred to as learning targets. These learning targets will be based on eligible content skills (power standards and anchors) and corresponding, important PA Core Standards in the tested subject areas and PA Standards in the non-tested subject areas.

While all core subject areas will have a list of cumulative identified learning targets, it is necessary for different subject areas to have different numbers of targets.

### **Middle School Cell Phone Policy:**

The middle school will be implementing a revised cell phone policy this year. Middle school students are not permitted to use their cell phones during the school day. To better enforce this policy, students will be expected to leave their phones in a box in their homeroom where it will be locked up or under adult supervision. Students will be able to retrieve their phones at the end of the day or when they are signing out. This is to align with our School Policy, 237, that states that cell phone use is prohibited.

## **Middle School Student Behavior:**

An emphasis will be placed on teaching learners pro-social behaviors. This will be achieved by identifying the common environments around the school (classroom, hallway, cafeteria, etc.) as well as the behaviors that we would like to see demonstrated in those environments. Learners will then engage in lessons during the first several days of school (and when needed) to clearly communicate the behavioral expectations in each environment. A system of rewards through PBIS and other consequences will be used to reinforce desired behaviors.

Administrative decisions for problem behaviors will include, but will not be limited to, conferencing with the student, parent contact, individualized instruction, loss of privilege, time in the office, detention, suspension, bus consequence, restitution, confiscation of items, expulsion, and involvement of authorities. More severe consequences will be given for major problem behaviors, and a system of progressive discipline will be utilized.

After two behavioral incidents resulting in suspension, a referral to the superintendent will be made. After a third suspension, the learner and his or her parent/guardian will have a hearing with a committee of school board members.

Problem behaviors will be grouped into minor and major problem behaviors. The matrix for behaviors is provided on pages 39-43.

## **JR./SR. HIGH SCHOOL**

The vision within the Middle and High School is simple, to prepare every student to be career minded and college ready. Northern Potter Jr./Sr High School offers many activities, special events, and opportunities. The high school offers the opportunity to take dual enrollment credits through the University of Pittsburgh. There are also other options to gain college credits through Mansfield University, Penn Tech College, and Corning Community College while in high school. Please contact Mr. Roessner for more information. Northern Potter School District also has a partnership with Seneca Highlands Career and Technical Center. Northern Potter students have the option to participate in CTC to learn a trade. We also provide students with a variety of transition activities to encourage career exploration. Northern Potter Blended Academy allows students to take courses through an online platform to earn credits and/or meet course requirements.

## **Extracurricular Activities:**

- Music Department offers theater performance, advanced chorus, jazz band, as well as band and chorus opportunities for all students.
- The Ag Department provides courses relating to agriculture, science, and vocational studies. Students can participate in the Future Farmers of America program.
- Yearbook Club
- Student Council
- Various sports (soccer, baseball, softball, volleyball, cross country, track, trap, cheerleading and basketball)
- Dances
- Club Meetings
- Field Trips
- Job Fairs
- College Tours
- STEM activities

## **Academic Intervention:**

Northern Potter Jr./Sr. High School offers academic intervention for any student that is struggling and/or needs additional help. Peer Tutoring, iPeriod Remediation, After-School Tutoring, and Academic Detentions are available to assist any student in need. Student progress will be monitored and additional supports will be provided if a student is in jeopardy of failing a course.

## **IPeriod:**

The “I” in IPeriod stands for “Intervention.” On a daily basis, NPHS grades 7 – 12 students and faculty will engage in an intervention period that lasts for approximately 30 minutes. Students will be placed in their homeroom and will be able to go to see the teacher where they have a need. There will be a google sign up sheet. This will help with any skill they have missed and areas of concern. They will be able to also utilize IPeriod as a study hall. IPeriod will also be used for club/activity meetings.

## **Academic Development Period:**

- A. In their schedules, students may be assigned academic development periods. The goal of these academic development periods is to provide students with an opportunity to develop academically (e.g., study for a test, make up a missed test, obtain extra help and/or instruction from a teacher, etc.). Students may also work on homework during this period of time.
- B. All students must have school assignments, studying materials, or reading material with them when they enter an academic development period. Also, just like any other class period, students must report to academic development period on time. Obtaining a pre-signed pass from a teacher is not a valid reason to be late to an academic development period.
- C. Once reporting to academic development period, students may be allowed to go to the library. Students may also report to other teachers' classrooms during this time if they have a pre-signed pass from the appropriate teacher(s). Appropriate sign-out procedures must be utilized. Each student must return to the assigned academic development period when meeting with a particular teacher or an appointment in the library has expired.
- D. Students are not permitted to play cards or games during academic development period, and sleeping is not allowed. Students are expected to maintain an environment conducive to studying and learning during the academic development period at all times.

## **Tutoring:**

Peer tutoring and after school tutoring will be offered to any interested students. Please see Mrs. Pomeroy for more information.

## **High Honor Roll, Honor Roll, and Academic Eligibility:**

High honor roll and honor roll will be determined quarterly. In order to qualify for high honor roll, students will need to have earned a 3.72 (93%). To qualify for honor roll, students will need to have earned between a 3.4 and a 3.71 (85%-92%).

Students who participate in athletics must maintain a certain standard when it comes to academic performance in the classroom in order to remain eligible to play. In order to remain eligible to participate, **an athlete may not fail more than one credit's worth of courses.**

To thoroughly monitor the academic eligibility of our athletes, the main office will be using the electronic gradebook on a weekly basis during the fall, winter, and spring sports seasons. Academic eligibility will be checked after 12:00 P.M. on Wednesdays; thus, it is important for teachers to be sure that their gradebooks reflect current academic performance by this time every week. Student athletes will be notified of a warning or

ineligible status early in the day on Wednesday and will have until Friday to improve grades and become eligible. By 3:30 P.M. on Friday, if an athlete remains academically ineligible, he or she will be unable to participate in contests from 12:00 A.M. on Sunday through 11:59 P.M. the following Saturday.

Also, academic eligibility will be monitored closely at the ends of the marking periods. If a student-athlete is failing more than one credit worth of courses at the end of a grading period (below a 65% or 2.60 GPA), he or she will be ineligible to participate in an athletic contest for 15 school days, beginning on the day that report cards are issued. After the 15th school day, if the student-athlete is still failing more than one credit worth of courses, the student-athlete will be removed from the team for being academically ineligible. Likewise, if a student-athlete is academically ineligible for more than three school calendar weeks at any point during the season, the athlete will be removed from the team for being academically ineligible.

### **Community Service Presentations/ Graduation Projects:**

All seniors need 26 credits to graduate and complete a community service project (40 hours with presentation). Each student will be assigned to a Mentor Teacher. Students will need to obtain permission to complete community service hours, log the hours, obtain verifying signatures indicating completion of the hours, and present the completed project hours to staff. Students have the option of completing hours between 7th-12 grades. They can present their hours to staff earlier than their senior year. **Graduation Project deadline will be no later than November 1 of their senior year.** (Adopted as Board policy 217.)

### **Notice Regarding Graduation Requirements:**

Graduation requirements include the successful completion of 26 credits and the successful completion of a community service graduation project. The state will be requiring students to score proficient or advanced on three Keystone exams (algebra I, literature, and biology) to graduate, unless the student has a different career pathway. (Policy 217 Adopted by the School Board November 14, 2011) All students need a minimum of 4 English, 4 Humanities, 3 or 4 Science and 3 or 4 Mathematics, plus electives.

### **Capstone/Co-Op Experience:**

Capstone and Co-Op Experiences generally can be completed in a student's senior year as long as the student is in good academic standing. Please see Mr. Roessner if interested in this opportunity.

### **Working Papers:**

Any student who is 14 years old or more is eligible for working papers. This process requires parent permission, principal's approval, and the completion of several forms. Please contact the office (814-848-7534) to initiate the process.

### **Electronic Devices (High School only):**

Possession of laser pointers and attachments by students are prohibited on school property, on buses and other vehicles provided by the district, and at school sponsored activities.

Responsible use of electronic and personal communication devices for students in grades 9-12 will be allowed during the school day except in the classroom. In this environment, the supervising teacher and/or staff member will have control over the use of electronic and personal communication devices. In order to use the device in the classroom, students must have explicit permission from the supervising adult to do so.

At no time will students be allowed to make or receive phone calls on their electronic/personal communication devices in the building without expressed permission from the supervising adult. This includes in the hallway, restrooms, cafeteria, etc. **No student will be allowed on their electronic devices while in the office, the ISS room, or nurses office.**

**NORTHERN POTTER SCHOOL DISTRICT**  
**Policy on Student Conduct**  
Philosophy of the Northern Potter School District

We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that those who learn successfully in a group setting, come to know and to value their own worth and that of others. We believe that by accepting responsibility, our students will come to value accompanying privileges. Finally, we believe that individuals need to develop a sensitivity for the creative process in themselves and others, and should work to become creative and productive, both functionally and aesthetically, to the best of their ability

It is with this philosophy in mind that we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow all students to:

- Be accountable for their own actions
- To realize that privileges and responsibilities are closely linked
- Acquire the values and attitudes necessary for responsible citizenship
- Display a positive attitude toward learning and the school environment
- Know and to obey the rules and decisions of those in authority
- Demonstrate appreciation for the dignity and integrity of all
- Respect persons belonging to other cultural, social and ethnic groups
- Develop a sense of responsibility to groups in which they participate

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations, students must be given opportunities to bear responsibilities, to accept the reasonable exercise of authority, and to resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked.

A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

The Board of Directors is responsible for setting up guidelines for governing schools for providing a proper educational climate, and for the discipline of students. It is the policy of the Board that the basic predicate of order shall be maintained in our schools. First priority shall always be given to the safety of our students and the attainment of quality education, free from disruption, for those students who seek it and accept the accompanying responsibilities.

We affirm that education cannot proceed without good discipline, fairly and consistently applied. Good discipline may be described as the absence of distractions, infractions, and disturbances which interfere with the optimum functions of the student, the class, and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and mutually accepted goals.

Good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as a punishment; of turning unacceptable conduct into acceptable conduct. Discipline is largely a matter of morale, of classroom atmosphere, and of positive interpersonal relationships. Effective discipline leads to increased maturity on the part of the student.

The following conditions are favorable to the development of good school discipline:

- A. An adequate home which:
  - 1. Assumes the primary responsibility for the discipline of the child.
  - 2. Is aware of the child's responsibilities and obligations in the school as well as in the community, and establishes home conditions which are favorable to his success in school.
  - 3. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
  - 4. Has parents who cooperate with school authorities and participate in conferences regarding the behavior, health, and/or academic progress of their children. Parents are responsible for the willful misbehavior of their children, in conformance with the provisions of the statutes of Pennsylvania.
  
- B. A responsible student who:
  - 1. Respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation.
  - 2. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
  
- C. A responsible school in which professional staff:
  - 1. Encourages the use of good guidance procedures.
  - 2. Maintains an atmosphere conducive to good behavior.
  - 3. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
  - 4. Plans a flexible curriculum to meet the needs of all students.
  - 5. Promotes effective training or discipline based on fair and impartial treatment of all students.
  - 6. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
  - 7. Endeavors to involve the entire community in order to improve the quality of life therein.

To assist in the implementation and accomplishment of our goals, the Northern Potter School District Board of Directors has adopted the following policies as an instrument to bring about a positive educational climate in our schools.

These rules reflect the rights of individuals as set forth in the United States Constitution, the Pennsylvania State Constitution, and the State Board of Education's mandated regulations, Northern Potter School District policies, and recent court decisions.

## **1. Right to a Free Education:**

1.1 The Board affirms that all persons residing in the Northern Potter School District between the ages of five years and twenty-one years of age are entitled to a free and full education. This right extends to migratory children and pregnant or married students. Intellectually disabled children will be provided with a program of education and training appropriate to their learning capabilities.

1.2 Parents or guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who are less than seventeen years of age are still subject to the compulsory attendance law even though expelled. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the school district will make provision for the child's education, either through home instruction or by readmitting the child.



1.3 Students have the right to complete high school, even after they reach seventeen years of age, provided they are fulfilling their responsibilities as students. A student will not be excluded from the public schools nor from extra-curricular activities solely because of being married or pregnant.

1.4 No student will be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

## **2. School Attendance and Absence - Attendance Policy:**

The success of the education program offered by the Northern Potter School District is directly related to the presence of the pupil in the classroom on a regular, consistent basis. Academic success requires continuity of instruction and student participation. Therefore, the Board of School Directors requires that pupils enrolled in the schools of this district attend schools in accordance with the laws of the Commonwealth. It is the opinion of the Board that for students to be academically successful, they must attend class regularly and arrive on time. In addition, early dismissals and late arrivals impact negatively on effective learning. The Board strongly encourages parents to act vigorously and responsibly to ensure the regular attendance of their children.

All children residing in the District shall attend school in compliance with the laws of the Commonwealth of Pennsylvania embodied in the Public School Code of 1949, Sch 1301, et. Seq. and Title 22 PA 11.1 et seq. and the Pennsylvania Compulsory Attendance and Truancy Elimination Plan 24 P. S. 13-1327, the provisions of which shall be applied through the policies and procedures of the Northern Potter School District. Attendance is mandatory between the ages of eight and seventeen. The Pennsylvania Department of Education recommends that unlawful/illegal/unexcused absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address truancy of the student and until the student has had three unlawful/illegal/unexcused absences over the course of the school year.

1. Each school shall implement a positive program encouraging regular school attendance. An age appropriate system of reward and merit should be a major component of such a program.
2. Student attendance will be recorded daily in compliance with Commonwealth regulations. Absence verification will be carried out on a daily basis.
3. Parents shall be notified about unlawful/illegal/unexcused absences.
  - a. Following a third unlawful/illegal/unexcused absence, the parent/guardian shall receive a notice of said absence by certified mail giving "official notice of the child's third illegal absence." Attached to this notice will be the penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who AGAIN violates the compulsory attendance requirements shall be liable WITHOUT further notice.
  - b. The school will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior.
  - c. After agreeing to a SAIP, or if there is not agreement on a truancy elimination plan and three days have passed since the parent/guardian received notice of the child's third illegal absence, if a child is illegally absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the SAIP or, if there is not a SAIP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation will immediately be sent by certified mail to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of absences. The schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction of the school district.

d. A student who is receiving homebound instruction in accordance with district procedures will be regarded as present and will not be penalized under any provision of this policy.

4. For the purposes of this policy, the Commonwealth guidelines governing excusable absences will be used. The following conditions are recognized by the Board of School Directors to be legal and necessary absences:
  - A. Illness of the child, attested to by a physician if necessary.
  - B. The presence of contagious disease in the child's home.
  - C. Death in the immediate family. Excused time will not exceed five school days. Excused time allowed for funerals of other relatives will not exceed one day.
  - D. Legal business.
  - E. Suspension or expulsion from school for misconduct.
  - F. Remedial health treatment (includes student pregnancy).
  - G. Prearranged absence to visit a college or university; or to participate in other educational experiences. Families may request one incident of up to five days of absence per year with prior written approval of the principal at least one week prior to the absence.
  - H. NO absence will be approved during state testing or semester examinations.
  - I. Emergency situations as determined by the school principal.
  - J. Religious holidays.

#### **DEFINITIONS**

**Absence:** Half of a day of school is 10:01-1:00. An early release is between 1:01-3:00, and a midday early release is no more than two hours. Half of a day to participate in extracurricular activities is 11:30 A.M.

**Early dismissal:** All students who need to be dismissed from school early will provide a written notice to the office from the student's parent or guardian. This written notice will provide the office with the time of dismissal and clearly state the reason. Students who are 18 or older that contend that parental permission is not required for any of his or her actions will also be required to submit a written notice to the office clearly explaining the reason for early dismissal. In all cases the principal has the right to demand that these early dismissals be for legitimate reasons and, if necessary, should verify the accuracy of the requests. Failure to comply with this policy will be handled under the School Board's Discipline Policy.

**Homebound instruction:** Instruction furnished by the school district at the student's place of residence. Such instruction is normally furnished when a student's medical condition prevents her or him from attending school regularly or for an extended period of time.

**Make-up work:** Any student who has a lawful absence from school may make up classwork and assignments missed if the request is made within one school day of the student's return. The time allowed to complete make-up work will equal the time missed. It is the **student's responsibility** to take advantage of this opportunity. The student's grade should reflect a failure to comply.

**Truancy:** Three unexcused/unlawful/illegal absences, whether consecutive or cumulative, will be regarded as an incident of truancy.

**Tardy:** An arrival to school between 8:06 a.m.-10:00 a.m. will be regarded as an incident of tardiness.

Unexcused/Unlawful/Illegal absence: This is an absence for a reason other than those allowed by Commonwealth regulations or an absence for which documentation has not been provided within the time allowed. These absences will result in no credit awarded for the missed school work.

### Attendance Expectations

Days absent will be marked excused, if given:

- A written excuse explaining the absence and signed by the parent/guardian
- An excuse from a medical or legal facility is submitted within 3 business days of the absence
- The school nurse reports that the absence should be recorded as excused
- An approved student absence form was submitted to and approved by the building principal prior to the day absent

If your child has one or more unexcused absences, the following will occur:

<b>1st Unexcused Absence</b>	Notification letter sent regular mail to parent/guardian
<b>2nd Unexcused Absence</b>	Notification letter sent regular mail to parent/guardian
<b>3rd Unexcused Absence</b>	Notification letter sent certified mail to parent/guardian with request to schedule Student Attendance Improvement Plan (SAIP) meeting
<b>4th Unexcused Absence</b>	Notification letter sent certified mail to parent/guardian including date and time of mandatory SAIP meeting
<b>5th Unexcused Absence</b>	Notification letter sent certified mail to parent/guardian indicating referral to Potter County Children & Youth Services (CYS) pending further unexcused absences
<b>6th Unexcused Absence</b>	Referral to CYS, student's permanent file adjusted to reflect habitual truancy
<b>7th Unexcused Absence</b>	Truancy charges filed with the District Magistrate

Additional Attendance Correspondence:

<b>Mandatory Medical/Legal Excuse Letter</b>	When a student accrues 10 days of absence (excluding days supported by a medical/legal excuse) a letter is sent to the parent/guardian to inform them that any further days of absence will be recorded as unexcused unless a medical or legal excuse is received within 3 days of the absence.
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### **3. Student Responsibilities:**

3.1 Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. It is expected that the students will share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

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

3.2 Students should express their ideas and opinions in a respectful way so as not to offend or slander Others.

3.3 It is the responsibility of the student to:

- A. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- B. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- C. Dress and groom so as to meet reasonable standards of safety and health, and so as not to cause disruption of the educational process.
- D. Assist the school staff in operating a safe school for all students enrolled therein.
- E. Be aware of and comply with state and local laws.
- F. Exercise proper care when using public facilities and equipment.
- G. Attend school daily, except when excused, and be on time at all classes and other school functions. Make all necessary arrangements for making up work when absent from school.
- H. Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
- I. Avoid inaccuracies in student newspaper or publications.

### **3.1 Plagiarism and Academic Dishonesty:**

Plagiarism is the act of copying the work of other authors and turning it in as one's own. Plagiarism can be deliberate, which is cheating. Plagiarism can also be accidental; however, that is not acceptable, for the use of proper citations is being taught in grades seven through twelve, and credit must be given to the original authors. **Plagiarism may also include the misuse of AI.**

Students will be given one opportunity to correct their writing once plagiarism, deliberate or accidental, has been discovered. Typically, that would occur at the reading of a rough draft. If a rough draft was not required, one opportunity will still be allowed for correcting the plagiarism. Teacher input is highly recommended.

Should plagiarism still exist in a student's writing following the opportunity for correction, the plagiarism will be viewed as an incident of cheating, and the student will be referred to the office for disciplinary action. The student will then be given a 0.

**If a student is academically dishonest during a homework assignment or test it will be up to the individual teacher's syllabus rules, or if there is not a syllabus the student will be given one more chance to complete the assignment or test during Iperiod.**

### **4. Entrances and Exits:**

The building will be opened for students at 7:45 AM. Students may only enter the building from the main entrance (in between the main office and the cafeteria). Upon entering the building in the AM, students must immediately report to their Homeroom or the cafeteria for breakfast.

During the school day, all doors will remain locked and closed. All students leaving (and re-entering) the building because of appointments, vo-tech, etc. must exit (and enter) through the main entrance. Appropriate sign-out and sign-in procedures must always be utilized.

- Appropriate exits are designated in the building evacuation plan in case of emergency.
- Dismissal Procedures- Car riders and drivers will be released first around 2:49 P.M.

When students are dismissed at the end of the school day, they may report to their lockers for necessary materials, but then they must exit the building in a timely manner. This includes students who ride buses, drive,

walk, and receive rides from parents/guardians. Any student who remains in the building after the dismissal bell must be under the direct supervision of a staff member.

Student drivers must exit the building through the main entrance or east exit. Student drivers must proceed with extreme caution as they walk across the driveway and the student parking area. Student car/truck drivers will be dismissed at 2:49 P.M. before the buses arrive at the high school. All terrain vehicle drivers will be dismissed at 3:00 P.M. at normal dismissal time and must wait to exit the parking lot until the school buses leave the property. When student drivers are leaving the parking lot in their vehicles, they must always give pedestrians, parents/guardians, and buses the right of way. Student drivers must also proceed with extreme caution through the congested areas around the building during dismissal. Directions of school staff members must always be followed.

## **5. Hall Passes:**

If a student needs to leave an assigned classroom, cafeteria, etc., he or she must have a hall pass signed by the appropriate supervising staff member. Students who request tutoring during academic development period or wish to work in an area not designated on their schedule must get a hall pass in advance from the supervising teacher.

Whenever a student leaves an assigned area, he or she must sign out of the area on the designated sign-out sheet (in addition to carrying the signed pass). Upon returning to the assigned area, the student must sign back in.

**Students will not be permitted to leave the classroom without a hall pass.**

## **6. Halls:**

It is the duty of all teachers to be at their doors between classes to monitor student conduct in the hallways at that time. In order to avoid unnecessary discomfort to any student, the following rules will be reinforced by our teaching staff.

1. Students must refrain from running, whistling/yelling, and pushing in the corridors at all times.
2. Students are not to loiter at the drinking fountains or restrooms while classes are changing. Lockers should be used only when necessary.
3. Consuming food and drink is allowed in the hallways. Food packages and drink containers must be disposed of properly. If a spill happens, please notify the nearest staff member.
4. Students who are using electronic devices need to have the volume turned down low enough so they can hear important announcements made on the public address system.

## **7. Assembly Rules:**

1. When called to the auditorium for assembly from a regular class, go directly to the auditorium and sit in the area assigned to your class. Do not sit in another class area.
2. When called from your class, accompany the teacher to the auditorium.
3. No gum will be chewed in the auditorium, nor will any candy, food or drinks be permitted. Waste cans will be provided at the door for you to dispose of your gum on the way in.
4. No cell phone use while in the auditorium.
5. Please observe common rules of courtesy. While waiting for a program or presentation, you may talk to one another quietly. Do not talk or cause a disturbance during a presentation or program. The acoustics of the auditorium are excellent and even minor sounds can be disruptive. The house lights will dim and come up again when a program is about to start. That will be your signal to become quiet.
6. Violations of these rules will be considered Level I offenses and students who break the rules may be warned or will be removed from the auditorium and assigned detention by any staff member.

## **8. Extracurricular Activities:**

- A. Students are urged to participate in extracurricular activities sponsored by their school and shall not be excluded on the basis of race, religion, sex, national origin, or handicap. A school organization has the right to establish criteria for membership provided such criteria are relevant to the purposes and activities of that group.
- B. Organizations may be sponsored by a qualified member of the school staff and may not engage in illegal or discriminatory practices. Membership on teams, performing groups, publication staffs, and other school-sponsored clubs and organizations shall be available without membership charge to students.
- C. Organizations sponsoring social activities such as dances and parties may charge admission.
- D. Extracurricular participation is a privilege which is offered to students in good academic standing. A student who is ineligible shall be required to raise his/her grades to passing before becoming eligible. In no circumstances will the student be reinstated in a period less than one week.
- E. Students participating in extracurricular activities, including but not limited to: games and dances, shall be in school for the entire day before the activity, unless legally excused by the principal, doctor, or athletic director.

## **9. Student Government:**

- A. The Board affirms that students have the right to organize and promote a form of government that is acceptable to the majority of students in the school. All students have the right to seek office and to vote in student elections. Such rights shall not be abridged for reasons of race, sex, national origin, religion, creed, academic achievement, attendance, economic status, marital status, pregnancy, personal records, handicap or political beliefs.
- B. Representative student groups, such as governments, have a right to meet during the regularly-scheduled school day at reasonable intervals.
- C. No position taken by a student on an issue while acting in the capacity of the office may affect in any way grades or academic standing.
- D. Student governance organization's operation, scope, and amendment procedure shall be specified in a written constitution formulated with effective student participation. Where any of the stated rights of student governance are in conflict with an existing student governance constitution, there must be a revision of the local constitution.

## **10. Food and Drink:**

In the interest of health and safety, food and drinks are to be consumed in the cafeteria. Exceptions may arise when food is permitted in areas other than the cafeteria. It is understood that these exceptions are to be pre-approved by the classroom teacher.

## **11. Cafeteria Environment:**

High school students who have their own electronic devices (cell phones, notebook computers, etc.) may have certain privileges during their lunch times in the cafeteria. Lunch time begins as soon as a student enters the cafeteria during his or her lunch period and ends when the lunch period is over and the student leaves the cafeteria.

These privileges include each of the following:

- A. Students with devices may use the devices for educational purposes in the cafeteria. This includes typing

on a word-processor, Internet research, and other activities that involve the completion of school assignments.

- B. Students with devices may use the devices to text message, listen to music, and/or play games that are appropriate for school

It is understood that when a student chooses to use his or her own device for any of the above activities, this usage must not infringe upon the rights of those around this individual. For example, it is acceptable for a student with a device to listen to music on his or her iPod with earbuds and at a volume that cannot be heard by those around the student. It is not acceptable for a student to use the iPod to play music that can be heard by other students in close proximity.

Also, the procedure for making a phone call remains the same in all environments. A student with a device must request permission from a supervising staff person at an appropriate time. IF permission is granted, the student may make the call following the instructions given. Students without devices may continue to use the phone in the office with permission from their supervising teacher and office staff members.

**Note:** The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Also violations of this policy by a student shall result in disciplinary action and may result in confiscation of the device. The confiscated item shall not be returned until a conference has been held with a parent guardian. (Policy 237 Adopted by the School Board on February 13, 2006).

## **12. Freedom of Expression:**

Every student has the right to form and hold his own ideas and beliefs.

The right of public school students to freedom of speech was affirmed by the United State Supreme Court in the case of *Tinker v. Des Moines Community School District*, 393 US 503 (1969), where the Court said:

"It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. Students in school as well as out of school are 'persons' under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State. However, the U.S. Supreme Court further stated that:

"...But conduct by the student, in class or out of it, which for any reason—whether it stems from time, place, or type of behavior—materially disrupts classwork or involves substantial disorder or invasion of the rights of others, is, of course, not immunized by the constitutional guarantee of freedom of speech."

Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual's rights.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of communication, provided that the use of public school communications are in accordance with the regulations as described below. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. 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.

### **12.1 Bulletin Boards**

The principal of each building will designate certain bulletin boards for announcements. Bulletin board space will be provided for the use of students and student organizations. In addition, the following limitations on

posting apply:

- A. The principal must initial all material prior to posting.
- B. The principal will prohibit material which is obscene according to legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.
- C. Identification of any notice will be required of any student or student group, including the name of at least one person of the group posting the notice.

### **12.2 School Newspaper and Publications**

- A. Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have the right and are free as editors to report the news and to editorialize.
- B. The principal or designated advisor will supervise student-run newspapers published with school equipment and remove obscene or libelous material. In addition, he will edit material that would cause a substantial disruption or material interference with school activities.
- C. The above is subject to these rules:
  - 1. School officials will not censor or restrict material simply because it is critical of the school or its administration.
  - 2. Rules of the school for prior submission for review of obscene or libelous material, and material advocating illegal actions will be reasonable, and not calculated to delay distribution.
  - 3. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation of the time within which a decision must be made. If the prescribed time for approval elapses without decision, the literature may be considered as authorized for distribution.
  - 4. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published, and distributed to all students by the principal or his designee.
  - 5. Student staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the principal.

### **12.3 Unofficial Publications**

The constitutional right of freedom of speech guarantees the freedom of public school students to publish their own materials other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held liable. Unofficial publications have the same moral and legal obligations to observe the rules of responsible journalism.

### **12.4 Distribution of Literature, Leaflets, and Newspapers**

- A. The principal may prohibit the distribution or dissemination of student-originated material on school grounds when such material would be in his judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.
- B. Students have the right to distribute leaflets, newspapers and other printed materials adjacent to school property without any restriction by the school authorities.
- C. The distribution of leaflets, newspapers, and other printed materials on school district property by students is permitted under the following conditions:
  - 1. The material has been submitted to the principal in charge of the areas where distribution is to take place. Each principal has determined whether distribution might result in substantial disruptions or material interference with school activities. If not denied within 24 hours, the



petitioner may proceed provided the further requirements are fulfilled.

2. The material distributed bears clearly the name of the sponsoring organization and the name of one individual of such organization.
3. The distribution is made at such a time and place determined by the principal so that there will be no substantial interference with the normal flow of traffic within or without the school buildings such as busy corridors, exterior doors, and entrances or exits for parking areas. The principal will see that proper protection from harassment is provided to those distributing approved material.

### 12.5 Buttons, Badges, and Armbands

The wearing of buttons and badges or armbands bearing slogans or sayings by students will be permitted even though unpopular with some students and district employees unless one of the following is determined by the principal.

- A. The wearing of the material would lead to a substantial disruption or material interference with school activities.
- B. The message expressly or by implication is obscene according to current legal definitions, or libelous.
- C. The wearing of the object presents a clear and present danger to the physical safety of the wearer.

### 13. Flag Salute and Pledge of Allegiance:

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of others who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

### 14. Right of Assembly:

Students have the right to organize and assemble for discussion of issues and to demonstrate peacefully at such times and in such places within the school building or upon the school grounds as the principal of the school may designate after consultation with the students. Students wishing to assemble must share the responsibility of preventing truancy and infringing on the rights of fellow students who do not wish to participate. Students must be informed that it is the duty of the principal to protect students against the dangers inherent in a large and uncontrolled assemblage.

### 15. Dress and Grooming:

Student dress and grooming are the responsibility of the students and parents unless there is a safety or health hazard, a hindrance to the educational processes, or a case of obscenity. Teachers and other district personnel must exemplify acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

#### 15.1 The following dress code shall be implemented:

- A. Ill-fitted clothes will not be allowed due to safety issues.
- B. Extremely brief garments such as tube tops, see-through tops, halter tops, spaghetti straps, single-shoulder strap, plunging necklines (front and back), and bare midriffs are not appropriate and will not be worn in a school environment. ***Sleeveless shirts that have at least a 1.5 inch-wide strap that covers up to the underarm and does not expose the side of the body are ACCEPTABLE. Cold shoulder shirts are allowed as long as there is a proper strap.***
- C. Underclothing must be covered at all times including when a student is bending forward, backward, or

reaching.

- D. Spandex, stretch lycra, are considered underclothing and must be covered.
- E. Shorts will be a minimum of a 4 inch inseam. Skirts and dresses will be fingertip length.
- F. No items of clothing may carry messages or images that express or imply obscenity, violence, drug use, the illegal use of any other substance, sexual content or messages degrading others on account of race, color, religion, national origin, gender, sexual orientation or disability.
- G. Footwear must be worn; the style is optional, but cannot present a safety risk to the student. No chains over 8" in length with sharp protrusions will be permitted.
- H. Hats and bandanas may not be worn in the school except for religious purposes, unless otherwise specified.
- I. Students participating in physical education classes or extracurricular activities are required to wear the clothing detailed by the Physical Educational Department of the director or advisor of the particular extracurricular activity.
- J. Theatrical makeup will not be permitted.
- K. Blankets are not permitted.

This list is neither comprehensive nor limited. Special circumstances such as dress activities associated with Spirit Week require approval by administration.

## 15.2 Dress Code Violations

The school district shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the inappropriate item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## 16. Pupil Transportation:

1. The Northern Potter School District shall furnish school bus transportation to all public school pupils (and private school pupils according to law) to and from the school to which they are assigned, in accordance with all rules and regulations for pupil transportation, as issued by the State Department of Education.
2. It is the intent of the pupil transportation policies to assure pupils and parents a safe, dependable, and efficient program. Rules are necessary to govern the operation of such a program, and it is the intent of the Board of School Directors to assume a reasonable approach to this phase of the school program.

### Board of Education Responsibilities:

- A. The Board of School Directors shall at all times maintain general supervision and control over the transportation program. The Board shall delegate the actual responsibility for direct control to the Superintendent or person designated by the Superintendent to be responsible for transportation.
- B. Buses used for pupil transportation shall meet all Pennsylvania State standards for school buses.

### Responsibilities of the Business Manager:

- A. Shall prepare contracts with carriers to provide transportation for our students. Such contracts to include bus routes, duties, and the laws and regulations under which the buses are operated.
- B. Be familiar with the routes used by the school buses.
- C. Schedule a minimum of 1 safety meeting annually for bus drivers and provide school bus safety material to principals and teachers.

- D. Maintain a list of pupils being transported on each bus in the central office and give a copy of said list to principals.
- E. Keep the Superintendent informed of any problems regarding pupil transportation.

**School Principal Responsibilities:**

- A. The principal shall cooperate with the driver in every way possible in resolving disciplinary Problems.
- B. Principal shall process disciplinary cases reported to him/her promptly in accordance with established policies, rules, and regulations of the District.
- C. The principal shall be responsible for the orderly loading and unloading of children at his/her school.
- D. The principal shall approve or disapprove parental requests for children to ride other than their assigned bus or for students to be picked up or discharged at other than the designated stop and notify the appropriate people of his/her decision.

**Bus Driver Responsibilities:**

- A. Bus drivers shall conform to all the terms and conditions set forth in their contract with the School District.
- B. The driver shall be responsible for the orderly conduct of the pupils on his/her bus. The driver shall be firm and fair with all riders and shall assign seats when necessary. Misconduct shall be reported immediately to the appropriate building principal on the proper form.
- C. Emergency drills are to be conducted according to procedure on all school buses.
- D. If involved in an accident, the bus driver shall immediately notify the State Police and the appropriate school officials. The driver shall remain with the bus and keep pupils under control until they can be safely removed from the scene. The driver is responsible for filing a complete accident report within twenty-four hours of the incident.

**Teacher Responsibilities:**

- A. Teachers shall promote bus safety to students.
- B. Teachers shall dismiss their pupils on the scheduled time, and see that bus riders go promptly and orderly to their buses.
- C. Teachers are responsible for the conduct of their pupils on and off the bus while on a field trip.

**Pupil and Parent Responsibilities:**

- A. Pupils and parents understand that school bus transportation is a privilege, not a right.
- B. Pupils will ride their assigned buses both to and from school and be picked up and discharged only at designated stops.
- C. Parents may request, in writing to the building principal permission to have their child/children picked up or discharged at a stop other than their assigned bus. Principal will approve or deny the request and will notify the appropriate people.
- D. Parents are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points.
- E. Parents are responsible for damage caused by their child/children to the bus or property of others while riding the bus.
- F. Pupils on the bus are under the authority of, and directly responsible to, the bus driver.
- G. Pupils are to exit bus and enter building immediately.
- H. Pupils and parents are responsible for knowing and complying with the following rules and regulations and the penalties for non-compliance.

**Bus Rules / Regulations and Penalties for Non-Compliance**

- A. Pupils must remain seated at all times.

- B. Noise on the bus must be kept to a minimum.
- C. Pupils shall not put objects or any part of their bodies outside the bus windows.
- D. Food and pop are not to be consumed on the bus.
- E. Nothing is to be thrown into, out, within, or at the bus.

Violations of any of the above will be dealt with by the principal. The following consequences may be imposed:

- 1. 1st offense - loss of riding privilege for 5 days or other appropriate action
- 2. 2nd offense - loss of riding privilege for 15 days or other appropriate action
- 3. 3rd offense - principal must deny riding privilege for at least 15 days if not denied for first two violations.

**All school rules apply while students are being transported. Misconduct will be dealt with according to the Discipline Code. It is expected that students will obey the bus driver at all times.**

**Other Regulations/Procedures Regarding Pupil Transportation**

A copy of each pupil misconduct report, with action taken, will be:

- 1. given to student
- 2. given or sent to parent
- 3. given to driver initiating report
- 4. filed in pupil's cumulative folder

No pupil shall be denied bus service as a means of returning home once he is in school unless the school provides him with transportation or unless the parent agrees to accept this responsibility.

In no case may the denial of bus riding privileges take effect until after the parents have been informed of such denial.

**17. Driving to/from School:**

17.1 High school students have the privilege of driving to school in their own vehicles. This privilege is contingent upon the students registering their vehicles in the office and securing parking permits. Strict conformance with rules and regulations for student drivers will be the responsibility of each individual student. Students must park their cars in the designated areas. **STUDENTS ARE TO ENTER SCHOOL IMMEDIATELY UPON THEIR ARRIVAL. THERE SHALL BE NO LOITERING IN THE PARKING LOT OR SITTING IN PARKED CARS PRIOR TO OR DURING SCHOOL HOURS.**

17.2 Reckless driving or other vehicular offenses may result in immediate driving revocation per Discipline Code, Level II.

17.3 All Terrain Vehicles must be registered with the student driver being 16 years old and wearing appropriate safety gear. Each student driver will need to follow the code of conduct and have parental permission. Students of All Terrain Vehicles will be released at dismissal. These students are to leave school before the buses depart the school. This privilege will be taken away from the student if safety measures are not followed.

**Riders - Riders will need to be picked up at the High School building at the front entrance by 2:49 PM. This includes students who have siblings in the Children's School. ALL STUDENTS ARE TO BE PICKED UP OUT FRONT OF THE HIGH SCHOOL, NO EXCEPTIONS.**

**18. Health Section: Nurse & Nurse's Office, Mrs. Jessica Cizek, (814-848-7534)**

The nurse's office is open throughout the school day. Please call before coming to the school to speak with the school nurse to allow for appropriate arrangements to be made.

If your child is sick, the school nurse or official will determine if a child needs to go home and call a parent/guardian to make arrangements for pick up.

Unless a pupil's life is obviously in serious danger or serious injury would result from a delay, the parent of the pupil will be consulted before any major treatment 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/guardians. School officials will notify the parents that the child is injured or ill. **If a student makes a phone call home without consent from the office officials and is picked up to go home by a parent, the day absent will be unexcused unless a doctor's note is provided.**

Pennsylvania school health law requires students to have regular dental exams, physical exams and scoliosis screens completed. These are as follows:

**Dental Exams**: Pre-k, Kindergarten, 3rd grade, 7th grade

**Physical Exams**: Pre-k, Kindergarten, 6th grade, 11th grade

**Scoliosis screens**: 6th grade, 7th grade

Please be sure the school nurse has a copy of these. If there isn't one on file when the school dentist and school provider are on campus, your child will be seen at that time. Please note the dentist will not do any work, only look into your child's mouth. Also, the provider will only perform a physical exam. There will be no medical treatment and/or vaccinations provided.

Per the Pennsylvania Department of Health Code, Title 28, Chapter 23.83, *a child must have required vaccines or risk exclusion from school.*

Please be sure the school has one of these on file:

- Documentation that the vaccinations are completed
- A medical certificate, signed by a physician, scheduling the remaining doses. Forms can be obtained at school.
- A signature on the vaccination certificate claiming medical, religious, or philosophical/strong moral or ethical conviction from meeting the immunization requirements.

**Medications- Must be delivered to the school nurse by a parent or guardian. Please 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, please call the School Nurse, Mrs. Jessica Cizek at 814-848-7534.

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.

**\*Note- Emergency Epinephrine:** Per Pennsylvania law, emergency epinephrine may be administered to students having life-threatening allergic reactions while at school. As a parent, you do have the right to decline the administration of emergency epinephrine. Since this is a 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, please submit a signed opt-out form available in the office. **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 on 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. The medication must be in the original container and contain the name of the medication, student, doctor, as well as the administration directions.

The above steps need to be completed or school personnel, including the school nurse, will NOT be able to give your child(ren) any medication.

## **19. Mental Health Services:**

The **Student Assistance Program** is available for any student who is struggling emotionally and/or having life difficulties. It is free, voluntary, and confidential. The SAP Team consists of school personnel and community agency staff that are working to help students and families access school and community services and supports. Supportive counseling services can be recommended after the initial screenings and assessments are completed with parental permission.

Our school has a **Mental Health Specialist** on campus to assist any student that is in need. This staff member can provide counseling services while students are in school.

**Crisis Intervention Services** are available for any person experiencing a mental health disturbance or crisis. These services are available through Dickinson Behavioral Health Services at 814-274-8652 or 1-877-724-7142 (24 hours a day, 7 days a week). **You can also call 1-866-957-3324, which is a Potter County Crisis Hotline.**

## **20. Breach of Conduct:**

4.1 Student misconduct will be of two levels: minor and major problem behaviors. Minor problem behaviors parallel the Level I misconduct defined for high school students, and major problem behaviors are consistent with the Level II and III misconduct (see below).

Level I Minor misbehavior which impedes orderly classroom procedures or which interferes with the orderly operation of the school. Refer to Discipline Code, Level I.

Level II Misbehavior of a frequency or seriousness which tends to disrupt the learning climate. Refer to Discipline Code, Level II.

Level III Acts directed against persons or property, endangering the health or safety of others.

Examples: fighting, minor vandalism, harassment, stealing, possession/use of an unauthorized substance.

**ACTS WHICH RESULT IN VIOLENCE TO ANOTHER PERSON, PROPERTY, OR WHICH POSE A DIRECT THREAT TO THE SAFETY OF OTHERS MAY RESULT IN PENNSYLVANIA STATE POLICE BEING CONTACTED. EXAMPLES: BOMB THREATS, EXTORTION, ARSON, FALSE FIRE ALARMS, ASSAULT/BATTERY, POSSESSION/USE/TRANSFER OF DANGEROUS WEAPONS**

## **21. Search and Seizure:**

The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the lockers without previous warning in seeking contraband, because school authorities are charged with the safety of all students and under their care and supervision. Such a search is not "illegal" under the Fourth Amendment to the Constitution, but a reasonable exercise of board power in the interests of the health, welfare, and safety of all students.

The Board affirms that school authorities may search a student's locker and seize any illegal materials. Such materials may be used in evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student shall be notified and given the opportunity to be present, unless it is determined that a delay would present a danger to others or would disturb evidence.

The use of the Pennsylvania State Police Canine Corps may be initiated for the checking of lockers for contraband.

## **22. Controlled Substances:**

Students using or possessing a Controlled Substance represent a difficult problem for parents, school officials and the community in general. It must be recognized that involvement with any drug is generally symptomatic of needs or problems requiring the full attention of parent, school officials and in some cases professional, medical and psychological personnel. Counseling services by the school or an outside agency are available through the Student Assistance Program and are sometimes necessary in an effort to prevent serious addiction. Parents are encouraged to seek help if they suspect possession, use, delivery, or trafficking of a Controlled Substance by their children.

The term "Controlled Substance" as used in this policy and in the Suspension and Expulsion Policy shall mean the following: narcotics, drugs, marijuana, alcoholic beverages or Controlled Substance as defined in the Controlled Substance, Drug, Device and Cosmetic Act of 1972 as amended.

The Northern Potter School District, recognizing that the misuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.

It is therefore the district's policy to prevent and prohibit the possession, use, sale and distribution of any illegal or controlled substance on school property, at school sponsored events and on school buses.

To protect the health, safety and welfare of our students, faculty and staff, the following guidelines will be used for student drug and alcohol use.

22.1 A situation wherein a student demonstrates unusual or bizarre behavior or exhibits abnormal vital signs such as incoherence, unconsciousness, and lack of stability shall be treated as an emergency.

1. Emergency medical procedures established by the school district shall be followed.
2. All substances discovered on the emergency scene shall be turned over by the principal to medical personnel for identification and aid in treatment of the emergency.
3. A medical explanation of the cause of the emergency may be required before the student is returned to school.
4. Principal will review the situation with the Student Assistance Team.

22.2 A situation involving confirmed use of unlawful drugs or alcohol by a student shall be directed to the principal or his/her delegate.

1. The principal shall conduct a thorough investigation. This investigation may include interrogation, confiscation of illegal drugs, alcoholic beverages, controlled substances or drug-related paraphernalia, a search of the student's locker, the principal shall notify the police authorities immediately if items are found; the police shall be requested to continue the investigation.
2. The parents of students who have used or are in possession of illegal drugs, alcoholic beverages or controlled substances shall be notified and completely informed of the circumstances.
3. Discipline shall be determined by the principal.
4. Mandatory evaluation by the Student Assistance Program will occur.
5. Based on the SAP evaluation, a prerequisite to returning to or continuing school may be enrollment by the student in counseling or a drug and alcohol rehabilitation program approved by the principal.

22.3 A situation wherein there are reasonable suspicion that a student or other person is selling or dispensing drugs, alcoholic beverages or controlled substances on school property shall be directed to the principal or his/her delegate.

1. A preliminary investigation shall be made by the principal or his/her designate as discreetly as possible.
2. If a principal's investigation confirms the suspicion that the student or non-student is dispensing or selling illegal drugs, controlled substances, or alcoholic beverages on school property, the principal shall notify the police authorities immediately; the police shall be requested to continue the investigation.

22.4 A situation wherein a student, either directly or indirectly, seeks drug or alcohol related help from school personnel shall be reported to the principal or counselor.

1. The information shall be held in strictest confidence by all involved school personnel.
2. Referral on behalf of the requesting student by the principal or counselor shall be made to the Student Support System which has drug and alcohol counseling services available.



### **23. Use of Tobacco Products:**

23.1 Students are prohibited from the use/possession of all tobacco products in the school buildings at all times and on school property, as well as during any off-campus school event. Students are further prohibited from use/possession of tobacco products at all school sponsored activities on or off school property.

23.2 Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product or material; and smokeless tobacco in any form and electronic cigarettes.

Recently tobacco/e-cig/vaping device possession, in any form, has been made a summary offense by the Commonwealth of Pennsylvania. Any student caught with tobacco/e-cig/vaping device products on school property or at a school sponsored function at any time will be referred to the district judge and face suspension. Charges will be filed in each incident, and one of the following will occur:

In cooperation with the county judge, district judges, and the Northern Potter School District, tobacco offenders will now have a choice of immediately paying a fine plus costs or of attending after school tobacco education classes.

- 1st Offense - Pay fine plus costs OR attend 4 after school tobacco education classes, plus one day of OSS.
- 2nd Offense - Pay fine plus costs OR attend 8 after school tobacco education classes, plus 3 days OSS.
- 3rd Offense - Pay fine plus costs, NO choice, plus 5 days OSS.

## **PREFACE TO NORTHERN POTTER HIGH SCHOOL DISCIPLINE CODE**

You will note a few changes in the discipline code. The consequences for student misconduct become more immediate and serious. Too often the orderly operation of school and students' learning is disrupted by those who choose to misbehave or by those who simply refuse to follow rules. To promote and maintain a safe and educationally productive environment, the faculty, administration, and Board have virtually taken a zero tolerance stand on unacceptable behavior. The following pages are a reflection of that stand. Please read the important notices below as well as the pages after; changes could directly affect your child.

### **Bus Violations**

All school rules apply on the bus. Any misconduct on the bus could jeopardize the safety of all. Students who do not obey the driver will be considered insubordinate. Insubordination is a Level II offense which causes serious consequences.

### **Over the Counter Medications**

Distributing over the counter medications to other students is prohibited. This will be dealt with as a Level II Offense.

### **Threat Assessment:**

A threat assessment will be conducted by a team of school personnel in response to student threats of violence to self or others. All student threats need to be reported to the principal. At that point, a thorough investigation of the threat will be conducted and action taken if necessary.

## **Methods of Discipline:**

1. The Board affirms that every effort should be taken on the part of each staff member to work constructively with the students in such a manner that they be allowed to pursue their educational goals. Disciplinary measures would be used as constructively as possible.
2. Any teacher or administrator shall be granted permission to use various types of discipline when needed to maintain effective learning conditions and the proper school climate.
3. Non-certified personnel may make requests of students to alter their behavior, and they may assign penalties as designated by certified personnel. They are to report the names of the offenders to the staff member under whose supervision they are working.
4. The following modes of disciplinary action may be used by each administrator or staff member according to approved procedures:

## **Detention**

Detention may be assigned as a disciplinary alternative. A student assigned to detention will be given a notice, and the student's parents/guardian shall be responsible for transporting the student home. The detention shall be served at the time agreed upon by the parent and administrator/dean of students.

After school detention will be determined by the Dean of Students. Failure to report to detention will result in a one day suspension. If there is an extenuating circumstance, only the parent/guardian may request it be rescheduled. The exception applies only once in each case. If a student is absent the day of assigned detention, she/he must serve the day she/he returns.

Academic detention might be assigned to those students at risk or failing a class. This will be determined by the teacher and is not considered disciplinary.

## **Corporal Punishment**

The Board of the Northern Potter School District strictly forbids the use of corporal punishment. However, reasonable force may be used by teachers and school authorities for the following:

1. to quell a disturbance
2. to obtain possession of weapons or other dangerous objects
3. to protect oneself (self-defense)
4. to protect other persons or property.

## **Suspension**

Out of school suspension may be affected consistent with regulations adopted by the State Board of Education, Student Rights and Responsibilities, Section 12.6 and 12.8.

**Temporary Suspension** shall mean placement on out-of-school or in-school suspension for a period of one to three days as outlined in the Discipline Code. A written notice of suspension will be mailed to the parent/guardian by the principal. Parent contact will be made on all full suspensions. However, prior to such actions, the student shall be told what he or she is accused of doing and the basis of this accusation and shall then be given an opportunity to explain his or her version of the facts in a brief, informal discussion.

Temporary suspension may also be instituted as a preliminary step to full suspension. Upon the third suspension, the student will be referred to the superintendent for an administration, parent, and student conference. Upon the fourth suspension, the student will be referred to a School Board committee for a meeting with board members, administration, parent, and student.

**Full Suspension** shall mean exclusion from school for a period of four to ten school days. A written notice of suspension will be mailed to the parent/guardian by the principal. The student will have an opportunity to address concerns. Parent contact will be made on all full suspensions. Full Suspension shall be considered and may be instituted originally or following temporary suspension, not to exceed ten school days in combination. Refer to Discipline Code.

### **Expulsion**

Expulsion shall mean exclusion from school for a period exceeding ten school days and may be permanent exclusion from the rolls of the Northern Potter School District. A recommendation to the Superintendent for expulsion proceedings shall be considered by the principal, who shall in the interim institute full suspension procedures as appropriate, and the Superintendent may initiate expulsion proceedings in school related cases of the offenses listed below:

1. bodily assault upon any member of the school staff
2. serious aggressive offenses against fellow students which require exclusion beyond ten days for the purposes of intensive evaluation and development of a correctional program
3. deliberate perpetration of a hoax which could endanger the well-being of the school community, such as a bomb threat or false fire alarm
4. possession, sale, use, or threat of use of harmful explosives, weapons, incendiary or destructive devices
5. active leadership of, or participation in, a riot or similar acts of violence in relation to the district
6. any offense under the District Drug and Alcohol Policy
7. a third suspension for any offense within one school year

All expulsions shall require a prior formal hearing which follows due process requirement stipulated by regulations of the State Board of Education, including the student's right to be represented by counsel and to cross examine all witnesses. The hearing panel shall be the Board of School Directors. A majority vote of the total membership of the Board shall be required to expel a student.

### **Make Up of Work Missed During Suspension from School**

Students shall be permitted to make up exams and other required course work missed while under suspension from school. Make-up may be achieved through appropriate equivalent methods. The student bears the primary responsibility for initiation of this make-up. The student must make the arrangements with the teachers and will have the same amount of days to make up the work as the suspension was stated for, for example if the student is suspended for 3 days then he/she will have 3 days to make up the work missed.

### **The Hearing**

#### **A. Time of the Hearing**

The hearing date shall be fixed not less than five (5) nor more than ten (10) school days after the date of written notice. If, when expulsion proceedings are initiated, it is determined by the Superintendent after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten (10) school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

## **B. Hearing Procedure**

1. The President of the Board of School Directors or his/her nominee shall preside at all hearings, with the full Board in attendance.
2. It shall be the duty of the Chairperson to instruct the accused student and parents, or their counsel, that the student accused is not compelled to testify, and his/her refusal to testify shall not be construed as an admission of guilt.
3. Hearings shall be private unless the accused student, his parents, or their counsel request that the hearing be public. Such request must be in writing and must be received by the Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: Members of the Board or a duly authorized committee of no fewer than three (3) members of the Board, Board Solicitor, the student accused, his parents, their respective counsel, and all witnesses to be called by the parties involved. At the request of any of the parties involved, or the Board, witnesses may be separated.
4. All witnesses shall be sworn by the Chairperson.
5. The Board, its solicitor, the student and/or parents, or counsel for either of them shall have the right to examine and cross examine all witnesses.
6. Only relevant and competent evidence shall be received and considered by the Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded by the Board to hear and obtain all relevant and pertinent facts.
7. That portion of the accused student's past record not part of the offense shall not be considered, or any testimony pertaining thereto, received in evidence until after the Board determines the guilt or innocence of the student accused. If the student is found guilty, the Board has the right to review "past" academic and discipline reports to determine the student penalty.
8. A record shall be kept of the hearing, by a stenographer and/or by tape recorder so that it may be transcribed later if required. The student is entitled to a copy of the transcript. If expelled, the cost of the transcript shall be borne by the student; if not expelled the cost of the transcript is to be borne by the Board of Education.
9. After the evidence is closed, the accused student and parents, their legal counsel, the Board Solicitor, or the principal may make a summation of the testimony and argument, not to exceed fifteen minutes in length.

## **C. Disposition of Case**

1. As promptly as is possible after said hearing is closed, the full Board shall convene to consider the evidence and, by a majority of members present by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The Board may reprimand, suspend, or expel, and add conditions or qualifications to any penalty.
2. If the charges are sustained, the Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused and to his parents and to their counsel, not later than five (5) school days from the date of such Board meeting. The full Board may adopt as its adjudication the prepared report of the meeting.

3. In case of suspension or expulsion of a student, any information or testimony concerning the incident shall be classified as information of clear importance but not essential to the operation of the School District, and shall remain confidential, unless the parent gives written permission for its release to identified sources. Said release shall be directed to the Board.
4. If the Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.
5. If the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state or federal court.

**SUSPENSIONS:**

- Any student suspended for a second time, regardless of the offense or its level, will be referred to the superintendent. A conference will be held at the earliest possible time that can be arranged with the superintendent, principal, dean of students, and parent.
- Any student suspended for a third time will be referred to a committee of school board members. A student, parent, dean of students, principal, superintendent, and board committee conference will be held. The committee will determine if the student will be recommended for an expulsion hearing.
- Any student suspended for a fourth time, regardless of the offense or its level, will automatically be referred to the school board for an expulsion hearing.
- No full suspension, four to ten days, for any offense shall be served in school.

**OUT OF SCHOOL SUSPENSION OR EXPULSION:**

A student on out of school suspension or expulsion is excluded from all extracurricular activities and privileges until the first full day following the term of exclusion from school. The student is prohibited from school property during the period of exclusion from school, and that student is expected to be at home under parental supervision.

**DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS:**

Title IX is a *Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities*. The Northern Potter School District is committed to maintaining a safe, positive learning environment for all students that is free from discrimination and harassment. Northern Potter School Board Policy #103 describes in detail the district's commitment to comply with the federal law and regulations under Title IX. No form of sexual harassment or discrimination will be tolerated and violations of this policy will be handled immediately.

**The next several pages contain examples of student conduct violations and the consequences of those violations according to the policy guidelines recommended by the Discipline Committee at Northern Potter Jr./Sr. High School and adopted by the Board of School Directors. Please note that this does not comprise an exhaustive list of possible violations. Misconduct under the discipline policy may take many other forms, and will be dealt with in the spirit of the guidelines. Also, circumstances may arise under which a rigid application of the guidelines do not reflect a fair disposition of the case under consideration.**

**It is the intention of the Board of School Directors and the Discipline Committee to promote appropriate conduct and to structure its discipline policy in a way that allows a student to grow in personal responsibility suitable to her or his age and level of development.**

## Problem Behavior Levels

### Definitions for Level I Problem Behaviors are included as follows:

Level I Problem Behavior includes misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual teacher but sometimes require the intervention of the school administration. Level I suspension will be in school (ISS). Similar offenses not listed will be dealt with similarly. A third violation of any specific Level I offense moves to Level II (Chronic Level I Behavior) and a fifth violation of any Level I offense moves to Level II as well.

Offense	Definition	Responsibility	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Pass Violation	Student violates pass procedures.	Professional Staff/ Administration	1 Day Detention	Loss of Pass Privileges for 30 Days
Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school/district and in the Student Handbook.	Administration	Removal of Offensive Clothing	3 Day Detention/Parental Contact
Misconduct Specific to the Cafeteria	Student engages in problem behavior in the cafeteria. This includes, but is not limited to, a violation in cafeteria procedures, loudness, running, not properly disposing of trash, etc.	Professional Staff/ Administration	3 Day Detention	Loss of Cafeteria Privileges for 30 Days
Tardiness to Class (up to 10 minutes)	Student arrives at class after the bell (or signal that class has started).	Professional Staff	1 Day Detention	3 Day Detention
Offensive Language	Student engages in low-intensity instance of inappropriate language. The inappropriate language is used in conversation rather than toward another student/teacher.	Professional Staff/ Administration	3 Day Detention	Temporary Suspension (ISS)
General Disregard of Classroom or School Rules	Student engages in problem behavior that involves a disregard of classroom or school rules.	Professional Staff/ Administration	1 Day Detention	3 Day Detention
Public Display of Affection (anything beyond holding hands)	Student engages in inappropriate, consensual verbal and/or physical gestures/contact of a sexual nature to another student/person. An example of this may be kissing in the hallway or excessive/prolonged hugging.	Professional Staff/ Administration	1 Day Detention	3 Day Detention
Parking Lot Violation	A student driver engages in a parking violation on campus such as not having his/her vehicle registered with the office, parking in a location other than the student lot, or parking in a location that is not a defined parking space.	Professional Staff/ Administration	1 Week Loss of Driving Privileges or 3 Day Detention	Temporary Suspension (ISS) or loss of driving privileges for a month
Tardiness to School (illegal or unexcused)	Student arrives to school unexcused after the 8:00AM bell to begin Period 1. This would be the 10:00AM bell on delayed start schedules.	Administration	Meeting with administration, student, and parent after 5 unexcused tardies.	Additional Occurrences = 1 Day Detention; Further Violations = Truancy Elimination Plan, Additional Detentions and Loss of Driving Privileges

<b>Offense</b>	<b>Definition</b>	<b>Responsibility</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
<b>Unexcused Absences-Age 17</b>	<b>Student is age 17 or older and is absent/unexcused on a day that school is in session.</b>	<b>Administration</b>	<b>No Make-up Work or Credit to and Including 3 Incidents</b>	<b>Truancy Elimination Plan, Further Violations = Detentions</b>
<b>Electronic Device</b>	<b>Student engages in non-serious but inappropriate (as defined by school) use of an electronic device without approval. The policy regarding electronic devices is described in the Student Handbook.</b>	<b>Professional Staff/ Administration</b>	<b>Device Confiscated (to the office and to be returned to the student at the end of the day).</b>	<b>3 Day Detention, Device Not Permitted on Campus for 1 Week, Parental Conference Needed for Return  3<sup>rd</sup> Offense = 1 Day ISS, Parental Conference Needed for Return and Prolonged Period of Device Not Permitted on Campus</b>

Definitions for **Level II Problem Behaviors** are included as follows:

Level II problem behavior includes infractions that tend to disrupt the learning climate as a result of their seriousness. These infractions require the intervention of personnel on the administrative level. Also included in this level are misbehaviors which represent a direct threat to the health and safety of others. Parent contact will be made upon the first offense. All referrals going to the superintendent will require a parent, principal, dean of students, and student administrative conference at the earliest possible scheduled date. In all referrals requiring a meeting with a committee of school board members, the committee will determine if the student is recommended for an expulsion hearing.

<b>Offense</b>	<b>Definition</b>	<b>Responsibility</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Chronic Level I Behavior</b>	<b>Student engages in a Level I Problem Behavior (or several Level I behaviors) repeatedly.</b>	<b>Administration</b>	<b>Temporary ISS Based on Previous Offense, 1 - 2 Day Suspension, Parental Contact</b>	<b>Temporary ISS Based on Previous Offense, 2-3 Day Suspension, Refer to Superintendent</b>	<b>Temporary or Full 4-10 Day OSS Based on Previous Offense (if temporary, full suspension), Meeting w/ School Board Committee</b>
<b>Failure to Serve Detention</b>	<b>Student does not report to a scheduled detention.</b>	<b>Administration</b>	<b>1 Day ISS, Parent Contact</b>	<b>2 Day Temporary Suspension, Refer to Superintendent</b>	<b>3 Day Temporary OSS, Meeting w/ School Board Committee</b>
<b>Insubordination</b>	<b>Student engages in refusal to follow staff directions.</b>	<b>Administration</b>	<b>1 - 3 Day Temporary Suspension, Parent Contact</b>	<b>1 - 3 Day OSS, Refer to Superintendent, Parent Contact</b>	<b>Full OSS, Meeting w/ School Board Committee,</b>



Offense	Definition	Responsibility	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Vehicular Violations</b>	A student driver drives his or her vehicle without caution and concern for the safety and welfare of those around him/her. Examples of this would include excessive speed and/or driving the wrong direction down a one-way route.	Administration	1 - 3 Day Temporary Suspension, Parent Contact	1 - 3 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee
<b>Leaving School Without Permission</b>	A student leaves the building without proper permission.	Administration	1-3 Day Temporary Suspension, Parent Contact	Temporary Suspension, Parent Contact	Full OSS, Meeting w/ School Board Committee
<b>Class Cutting</b>	A student is present on the school campus, but is illegally absent from the assigned classroom.	Administration	1-3 Day Temporary Suspension, Parent Contact	1-3 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee
<b>Forgery, Cheating, Lying, or Other Serious Acts of Dishonesty</b>	Student completes an assignment in a dishonest way or delivers message that is untrue and/or deliberately violates rules.	Administration	1-3 Day Temporary Suspension, Parent Contact	1-3 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee
<b>Disrespect/ Obscenities Directed Toward Staff or Other Students</b>	Student delivers socially rude interactions or verbal or written messages that include swearing, name-calling, or use of words in an inappropriate way and directed toward another. Inappropriate language would be viewed as more severe than the inappropriate language identified in the Level I Problem Behavior category*	Administration	1-3 Day Temporary Suspension, Parent Contact	1-3 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee
<b>Bullying (including cyberbullying)</b>	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.	Administration	1-3 Day Temporary Suspension, Parent Contact	Full 4-10 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee, Becomes 1 <sup>st</sup> Offense of Level 3 Harassment
<b>Physical Aggression</b>	Student engages in actions involving physical contact or threat of contact where injury may or may not occur (e.g. hitting, punching, hitting with an object, kicking, hair-pulling, scratching, etc.). This act is not reciprocated on the part of the victim.	Administration	1-3 Day Temporary Suspension, Parent Contact	1-3 Day OSS, Refer to Superintendent	Full OSS, Meeting w/ School Board Committee

Offense	Definition	Responsibility	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Use of Tobacco products, or tampering with vape detecting devices	Student violates the tobacco policy.	Administration	1 Day OSS, legal action Parent Contact	3 days OSS, legal action Parent Contact	5 days OSS, legal action Parent Contact
Bus Violation	Misconduct on the bus	Administration	5 days suspension from the bus Parent Contact	15 days suspension from the bus Parent Contact	Loss of Bus riding privileges Parent Contact

Definitions for **Level III Problem Behaviors** are included as follows:

Level III problem behavior includes acts directed against persons or property which result in seriously endangering the health and safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Where applicable, appropriate action may be taken. Restitution of property and damages will be made when situations warrant. Parental contact will be made on the first offense. All Level III offenses will result in Out of School Suspension (OSS).

Offense	Definition	Responsibility	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Fighting	Student engages in actions involving physical contact where injury may or may not occur (e.g. hitting, punching, hitting with an object, kicking, hair-pulling, scratching, etc.). This act is reciprocated by the other student(s) involved.	Administration	Temporary Suspension, Early Dismissal, Legal Action (as appropriate)	Full Suspension, Early Dismissal, Refer to Superintendent, Legal Action (as appropriate)
Vandalism/Property Damage	Student participates in an activity that results in destruction or disfigurement of property.	Administration	Temporary Suspension, Restitution to School, Legal Action (as appropriate)	Full Suspension, Restitution, Refer to Superintendent, Legal Action (as appropriate)
Harassment	Student engages in a pattern of behavior directed at another person. This pattern is meant to annoy the other person.	Administration	Temporary Suspension	Full Suspension, Refer to Superintendent, Possible Police Referral
Stealing	A student is in possession of, has passed on, or is responsible for removing someone else's property without that person's knowledge or consent. The intent is to deprive the rightful owner of the property.	Administration	Temporary Suspension with Possible Legal Action	Full Suspension, Refer to Superintendent, Possible Police Referral
Possession of Dangerous Object (such as a lighter, matches, stink bomb, firework, laser pointer, etc.)	Student possesses or uses an object that is banned on school property. This object can cause harm to another person in some way.	Administration	Temporary Suspension	Full Suspension, Referral to Superintendent
Disruption or Rule Violation in In-School Suspension	A student engages in behavior causing a disturbance that interrupts ISS, or a student violates a rule while serving ISS.	Administration	Temporary Suspension	Full Suspension, Referral to Superintendent

### **Notice Regarding Other Severe Problem Behaviors:**

The actions listed below are so severe because of violent behavior or behavior which possesses a direct threat to the safety of others in the school. Therefore, in all cases, a full suspension will be given; the student will be dismissed early; a referral will be made to the Superintendent; a recommendation for an expulsion hearing will be made **except expulsion will be mandatory where noted in bold face offenses**; the police will be notified to file appropriate charges:

- **Possession/Use of Unauthorized Substances including narcotic like drugs Alcohol-Drugs)**  
**Arson**
- **Any threat of acts of violence directed towards staff or students**
- **False Fire Alarms**
- **Possession/Use/Transfer of explosive or incendiary devices**
- **Extortion**
- **Furnishing/Selling Unauthorized Substance, including narcotic like drugs (Alcohol-Drugs)**
- **Theft/Possession/Sale of stolen property**
- **Bomb Threat**
- **Assault/Battery**
- **Possession/Use/Transfer of Dangerous Weapons or Substance - including body fluids**
- **Possession/Use/Transfer of Drug Paraphernalia**

### **Amendment of this Policy:**

Nothing contained in this policy statement shall be interpreted to permit or condone violations of the School Code of Pennsylvania or of other school policies.

The Northern Potter School District Board of Directors may adopt or amend any part of this policy statement at any time.

## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northern Potter School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northern Potter School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northern Potter School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Northern Potter School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 30. Northern Potter School district has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Address
- Weight and height of members of athletic teams
- Photograph
- Date and place of birth
- The most recent educational agency or institution attended
- Major field of study
- Dates of attendance
- Student ID number, used ID, or other
- Grade level unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Northern Potter Junior Senior High School  
Notification of Title I funding

Dear Parent(s)/Legal Guardian:

Your Child attends Northern Potter JSHS, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Northern Potter JSHS, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers; training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with the information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family member can request:

- Information on policies regarding student participation in assessments and procedures for opting out
- Information on required assessments that include subject matter tested and purpose of the test.
- Source of the requirement (if applicable)
- Amount of time it takes students to complete the test
- Time and format of disseminating results

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. The commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at the Northern Potter JSHS at 814-848-7534 or email at [sblackwell@northernpottersd.org](mailto:sblackwell@northernpottersd.org).

Sincerely,

Sherri J. Blackwell  
Principal

## **Title I Parent and Family Engagement Policy Northern Potter Jr./Sr. High School**

Purpose: The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Northern Potter High School in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components: The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:

Parents/Guardians will be involved in the ongoing planning, review, and improvement of Northern Potter High School Title I program. This occurs via the annual beginning of the year Title I Informational meeting at Back to School Night and the annual end of the year Title I meeting. This occurs via surveys that are conducted after a Title I event. The results of these surveys are summarized to ensure that parental input is valued and suggestions are met.

2. Convene an annual meeting, at a convenient time: To which all parents and family members of participating children shall be invited, and encouraged to attend; To inform parents and family members of their school's participation as a Title I school; and To explain the requirements and the rights of parents and family members to be involved.

Northern Potter High School offers meetings for Title I parents to attend. An annual Title I Informational meeting is held during the evening of Back to School Night. This meeting informs parents of the school's participation in the Title I program, provides an overview of the program, explains the requirements of the program, and the parents' rights to be involved and contributing members of the Title I program. Title I Parent conferences are held twice during the school year. The meetings occur in the months of November and January. Parents can meet with the teachers during day and evening hours.

3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.

Parent/Guardian meetings, including parent conferences, will be held at different times during the day to meet the needs of all Title I parents. Title I funds will be used to pay reasonable and necessary expenses associated with all Parent and Family Engagement activities, including transportation, childcare, and/or home visit expenses to enable parents to partake in school-related meetings and training sessions.

4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:

Northern Potter High School parents/Guardians will be involved in the ongoing process of planning, reviewing, and improving the Title I program. This occurs at the annual beginning of the year Title I Informational meeting at Back to School Night and the annual end of the year Title I meeting. This occurs through surveys that are conducted after the Spring Title I meeting. The results of these surveys are summarized to ensure that parental input is valued and suggestions are met. Northern Potter High School adopts and distributes a Parent and Family Engagement Plan. This plan is incorporated into Northern Potter's Title I plan, and it is evaluated annually with the help of Title I parental involvement.

5. Provide parents and family members of participating children with timely information about the Title I program:

Northern Potter High School provides all parents with timely information about the Title I program at the annual beginning of the year Title I Informational meeting at Back to School Night and the District website.

6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:

The Title I meeting is used as an opportunity to give an explanation of the current curriculum. This occurs at the annual Back to School Night with an explanation of the PA Common Core Standards, and the Standard Alignment System online resource. In addition, a variety of academic assessments that are used to measure student progress are explained. This also occurs at parent teacher conferences in November and January.

7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:

Northern Potter High School provides opportunities for parents to attend regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. These opportunities will occur throughout the year including at Back to School Night, parent teacher conferences in the fall and spring of each year, and by advertising ongoing events throughout the School year on Facebook, and other traditional forms of advertising.

8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]:

Northern Potter is a Schoolwide Title I program. Parents, and family members are stakeholders and contributors to the creation of the Schoolwide plan. Parents and family members will have an opportunity to review and give input to the schoolwide plan in the fall and spring meeting.

9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:

- Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Frequent reports to parents and family members on their children's progress;
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.

Northern Potter High School Title I program has a school-parent compact that was jointly developed with parents. This compact outlines how parents, the entire school staff and students each play a role in the responsibility for improved student achievement. Northern Potter High School encourages all learners to work up to their potential, create an atmosphere that encourages learning, enhance reading through direct instruction in phonics, vocabulary, comprehension, and fluency, communicate with families on a regular basis, and work to build self-esteem in Title I students. Families will review students' work, build children's self-esteem, send children to regularly read with their child(ren) daily, communicate with teachers, and monitor and offer assistance with assignments. Students will participate in reading /writing daily, be prepared for school, treat others with respect, attend school regularly, complete assignments, and follow the rules.

10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:

Northern Potter High School will provide assistance to parents in understanding the PA core academic standards, student achievement standards, local academic assessments, and how a child's progress



is monitored. This occurs at Back to School night in the fall. Curriculum highlights with standards are explained and how standards are assessed for the goal of obtaining mastery

11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:

Northern Potter High School will provide materials and resources to help parents work with their children to improve their academic achievement. The Annual Back to School Title I Family and Engagement event not only provides materials but also introduces and explains the fostering of our Chromebook initiative.

12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:

Parent and family feedback is vital to improving upon communication with parents and families, building relationships with parents and families, implementing and coordinating parent/family programs, and working with parents/families as equal partners. This occurs at Northern Potter High School through the use of school wide surveys. These results are tallied, and ideas and changes occur based upon parental/family insights and ideas.

13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:

Northern Potter High School encourages family and parent participation in the education of their children through our Title I family engagement meets, conferences, and interim reports of student progress.

14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:

Northern Potter High School will make sure that information related to Title I parent and family related programs, meetings, and other activities is communicated through a variety of communication formats. This includes the use of Facebook, take home letters, the district website, and school messenger calls. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language.

15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):

Northern Potter High School will provide opportunities for the informed participation of parents/families in the Title I program. This occurs at the annual Title I meeting which is held during Back to School Night, parent teacher conferences which are held during the day and in the evening, the annual end of year Title I meeting held in April, parent communication folders, and progress monitoring reports.. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language.

16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:

Northern Potter High School will make sure that information related to Title I parent and family related programs, meetings, and other activities is sent home through various communication formats. This includes the use of reminder applications, take home letters, listings on the district website, school messenger notifications.. For those that have limited English proficiency, the TransAct program will be used to create correspondences in the required language. Delegation of Responsibility the Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law. The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide: 1. An explanation of the reasons supporting their child's selection for the program. 2. A set of goals and objectives to be addressed. 3. A description of the services to be provided. 4. A copy of this policy and the School-Parent and Family Compact. Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.

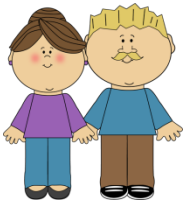


## Title 1 – Parent Engagement School Compact



The School understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- 1) Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards.
- 2) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum –
  - a. Parent-teacher conferences, at least annually
  - b. Frequent reports to parents on their children’s progress;
  - c. Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
  - d. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- 3) Treat each child with dignity and respect
- 4) Strive to address the individual needs of the student
- 5) Acknowledge that parents are vital to the success of child and school
- 6) Provide a safe, positive and healthy learning environment
- 7) Assure every student access to quality learning experiences
- 8) Assure that the school staff communicates clear expectations for performance to both students and parents



The parent understands that participation in his/her student’s education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- a. Supporting their child’s learning
- b. Volunteering in their child’s classroom
- c. Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- d. Create a home atmosphere that supports learning
- e. Send the student to school on time, well-fed, and well-rested on a regular basis
- f. Attend school functions and conferences
- g. Encourage their child to show respect for all members of the school community and school property
- h. Review all school communications and respond promptly



The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- a. Get to school on time every day
- b. Develop a positive attitude toward school
- c. Be responsible for completing homework on time
- d. Be cooperative by carrying out the teacher’s instructions and ask for help when needed
- e. Be respectful to all school members and school property

## **Homeless Students**

Under McKinney Vento all school districts are responsible for identifying students experiencing

homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless?**

-Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**

-The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

**What support can school districts provide to homeless students?**

-Homeless students are eligible for support and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

**What is the Homeless Dispute Process?**

-If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

**What if I think that I am eligible for services under McKinney Vento?**

-Please contact Mr. Nathan Jones, Superintendent and District Homeless Liaison at (814) 848-7506, or email - [njones@northernpottersd.org](mailto:njones@northernpottersd.org)

**2023-2024 MEDIA CONSENT FORM**

If you **DO NOT WISH** to allow media recordings of your son/daughter, please sign and return this form to the district.

In the event this form is not returned, the district will assume consent is given.

I understand that taping, photographing, or filming of activities may be conducted throughout the school year. These media recordings will be for non-commercial purposes, and may involve the use of my child's picture and/ or voice, as regular classroom activity is recorded.

I, \_\_\_\_\_ parent/guardian  
(Please Print Parent/Guardian Name)

of \_\_\_\_\_, a student attending  
the \_\_\_\_\_  
(Please Print Student Name)

Northern Potter School District **DO NOT** CONSENT to the media recording of my son/daughter.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

## **Student and Parent/Guardian Acknowledgement Form**

Please obtain appropriate signatures for the form below and return to the school. This page should be detached from the handbook before it is submitted. The student/parent/guardian should keep the handbook for reference throughout the school year.

### **Northern Potter High School Student Handbook**

#### **Student Acknowledgement**

I have read and understand the regulations in the *Northern Potter High School Student Handbook*, have furnished a copy to my parent/guardian, and have secured my parent/guardian's signature heron which acknowledges receipt of this copy.

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**Student's Printed Name**

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**Student's Signature**

**Date Signed**

#### **Parent/Guardian Acknowledgement**

I acknowledge receiving and reviewing a copy of the *Northern Potter High School Student Handbook*.

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**Parent/Guardian's Signature**

**Date Signed**