

Northern Potter Children's School

www.northernpottersd.org



(814) 848-7563

2026-2027



Parent & Student Handbook

Mr. Nathan K. Jones - Superintendent of Schools

Ms. Wendy J. Bailey - Children's School Principal

Dear Parents and Students:

On behalf of the Northern Potter Children's School staff, I'd like to welcome you to the 2026-2027 school year. A strong school-home partnership is essential for your child's success and fulfillment of our school's mission. This handbook is designed to strengthen this partnership by providing helpful information on school procedures and expectations.

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

NORTHERN POTTER PANTHERS!



We are Bucket Fillers!



We fill buckets...no dipping!





NPCS Principal's Letter~ Welcome Back!

August 2026

Dear Students, Parents, and Guardians,

Welcome to the 2026-2027 school year! I hope your summer provided time to relax, spend time with loved ones, and create wonderful memories. As we are preparing to open our doors for another exciting year, I want to extend a warm welcome to all of our returning families and a special greeting to those who are joining our school community for the first time. This new school year brings the promise of renewed dedication, focus, and energy to the mission of enhancing teaching and learning. Northern Potter Children's School is a remarkable school with a strong positive climate that fosters student growth. The NPCS staff prioritizes working together as a caring and compassionate learning community with professionalism, teamwork, action, and expertise. We are committed to providing every child with a safe, welcoming, and inclusive learning environment where they feel valued, supported, and inspired to learn. As always, we will look to our families to be positive partners in this year's journey as we build strong school-home partnerships.

The Northern Potter School District will be hosting ***"Meet the Teacher Night"*** on **August 18, 2026**. All students and families are invited to attend between 5:00-6:30 p.m. Our PTO will have snacks available. We kindly invite you to take this opportunity to tour the school(s), meet the teachers, collect important paperwork, and socialize. Throughout the school year, we will be hosting family literacy nights, parent workshops, and parent/teacher conferences, as well as PTO fundraising events.

In closing, please review this updated handbook when time permits. It should answer any questions you may have regarding the day-to-day operations here at Northern Potter Children's School. Please know that my door is always open to you. I sincerely welcome your suggestions, input, comments, and feedback. We strive to always keep the lines of communication open with the goal of enhancing your child's educational experience. Please enjoy your remaining days of summer and make long-lasting, positive memories. Go Panthers!

Respectfully,

Ms. Wendy J. Bailey, Principal



Northern Potter School District

Mission Statement

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

Vision Statement

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

Shared Values

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

Parent Acknowledgment

Please complete the form and return it to the school within one week of date of issuance. Please keep the handbook at home for your records.

Thank you.

Student Name: _____ (Print)

Grade: _____

Homeroom Teacher: _____

Date: _____

I acknowledge receipt of the NPCS Parent & Student Handbook that was given to my child for the **2026-2027 school year**. I understand that my child and I are responsible for reading the policies & procedures presented in the handbook.

By signing below, I also acknowledge consent for my child to utilize the educational websites and applications approved by the District as indicated on the following URL: www.northernpottersd.org/technology.

Parent Name: _____ (Print)

Parent/Guardian Signature _____



TABLE OF CONTENTS

Items in this handbook are listed in alphabetical order for easier reference

ATTENDANCE – ABSENCE, TARDINESS, VACATIONS/TRIPS, PARENT NOTES, MAKE-UP WORK

BUS POLICY- BUS RULES, BUS CONSEQUENCES, BUS PASSES:

**See Northern Potter School District Transportation Procedures Manual for more information*

CAR RIDER DROP-OFF AND PICK-UP PROCEDURES

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT

CHILD CUSTODY

CHILD'S HEALTH

COMPUTER USAGE-ACCEPTABLE INTERNET USE/CELL PHONE POLICY

CONFERENCES

DRESS AND GROOMING

EARLY RELEASE

EMERGENCY CLOSING OF SCHOOLS

GUIDANCE- SCHOOL COUNSELOR

HARASSMENT/BULLYING

HOMEBOUND INSTRUCTION

HOMEWORK

LOST AND FOUND

LUNCH & BREAKFAST PROGRAM

MEDICATIONS

NURSE & NURSE'S OFFICE

PLAYGROUND/RECESS RULES-INDOOR RECESS RULES, RECESS CONSEQUENCES

SCHOOL DAY-HOURS OF OPERATION

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

TAKING YOUR CHILD OUT OF SCHOOL

TOBACCO – FREE SCHOOLS

VISITORS

WEAPONS VIOLATIONS

APPENDIX A- GRADING PROCEDURES

APPENDIX B- DISCIPLINARY ACTION SCHEDULES

APPENDIX C- DOES MY CHILD NEED SPECIAL EDUCATION

APPENDIX D- ACCEPTABLE WRITTEN EXCUSES FOR ABSENCES & TARDINESS for up to 3 days

APPENDIX E- HOMELESS STUDENTS

APPENDIX F- COMPUTER AGREEMENT & MEDIA RELEASE

APPENDIX G- STUDENT CONDUCT

INSIDE BACK PAGE- NPSD CALENDAR & NPCF FACULTY/STAFF DIRECTORY



ATTENDANCE – ABSENCE

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

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

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

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

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

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

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

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

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

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



BUS POLICY-See Northern Potter School District Transportation Procedures Manual

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

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

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

BUS RULES

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

BUS CONSEQUENCES

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

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

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

BUS PASSES

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

CAR RIDER DROP-OFF AND PICK-UP PROCEDURES

****Northern Potter Children's School car riders will be dismissed AFTER bus riders. Teachers will escort students to the multi-purpose room (MPR) to patiently wait for their rides. After buses leave the inner circle, parents/guardians may move to the inner circle in 1 LANE to park and enter the school building where he or she must show photo ID to the staff members (Ms. Bailey, Ms. Rathbun, or Mrs. Lehman) supervising the car riders. Once positive identification is confirmed, student(s) are to be released to that individual. PLEASE BE CAUTIOUS AS YOU DRIVE OUT OF THE INNER CIRCLE. IT IS ONE LANE AND ONE WAY ONLY.**

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT

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

CHILD CUSTODY

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

CHILD'S HEALTH

State regulations pertaining to school attendance when a child has developed one of the common communicable diseases follow:

School authorities shall exclude from school, and no parent or guardian shall permit them to attend, any child suspected to be suffering from any one of these diseases mentioned below. The child showing symptoms of any one of these diseases should be taken to the doctor. If the illness is confirmed, he/she shall be restricted to his/her own premises and not permitted to attend school during the interval specified.

- Chicken pox - five days from onset of illness, or when all the lesions have dried and crusted, whichever is sooner
- Measles (Regular or German) – four days after rash appears if temperature is normal.
- Mumps - nine days from onset if fever and swelling are gone.
- Whooping Cough (Pertussis) – three weeks from onset of illness or 5 days from institution of appropriate antimicrobial therapy
- Scarlet Fever – at least 10 days from onset of illness without physician intervention or 24 hours after institution of appropriate antimicrobial therapy

In addition, any child shall be excluded from attending school that is suspected of suffering from the following infectious diseases:

Acute contagious conjunctivitis (Pink Eye)

Impetigo (Patulous skin disease)

Pediculosis (Head Lice)

Ringworm, Scabies, Tonsillitis, Trachoma, Covid 19

A CHILD SO EXCLUDED SHALL NOT BE READMITTED WITHOUT A PHYSICIAN'S CERTIFICATION OF RECOVERY.

COMPUTER USAGE-ACCEPTABLE INTERNET USE/CELL PHONE POLICY

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

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

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

In accordance with the Children's Online Privacy Protection Act (COPPA), Northern Potter School District may utilize online services, websites, applications, and software with students under the age of 13. Federal law requires companies to obtain verifiable parental consent before such tools may be used by children under 13 years of age. The District uses educational technology tools to enhance instruction, support learning, and improve operational efficiency. A list of currently approved applications, software, and websites used within the district can be found at the following URL: www.northernpottersd.org/technology

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

CONFERENCES

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

DRESS AND GROOMING

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

EARLY RELEASE

Parents/Guardians: Please complete the Emergency Form at the beginning of each school year and return it to the school. People listed on the Emergency Form and authorized to sign-out students must be 18 years of age or older. When a parent/guardian or individual listed on the Emergency Card arrives at the school to pick up a child for early release, they are to report directly to the main office. To increase student safety, photo ID will be required when picking up a child early from school. No child will be released from school without permission from the parent/legal guardian AND a valid ID of the individual picking up the child. There will be NO exceptions to this rule. The photo on the ID must match the individual and the name on the ID must match the name listed on the student's Emergency Form.

EMERGENCY CLOSING OF SCHOOLS

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

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

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

The decision to close school is made by the Superintendent of Schools, and it is important that our phone lines remain open to receive directions. Therefore, please do not call school. Also, on occasion, road conditions and/or the breakdown of a bus will cause delays in the departure time of our buses from school in the afternoon. Your patience

and understanding of these occurrences will be deeply appreciated, and you can be assured that every effort will be made to get your child home as quickly and safely as possible.

FIELD TRIPS

Field trips are an important part of the educational experience at Northern Potter School District. They provide valuable opportunities for students to engage in learning beyond the classroom, build connections with peers, and explore real-world applications of academic content.

Throughout the year, students will have access to a variety of field trip opportunities. However, **participation is a privilege.**

To be eligible for field trips, students must:

- Good academic standing
- Display safe behaviors
- Good school attendance

Students who do not meet these requirements may be removed from the trip list. Administration will determine the eligibility for any student that displays aggression, disrespect, insubordination, and unsafe behaviors (Level II-IV).

FUNDRAISERS

Fundraisers play a vital role in supporting student activities, clubs, and events in the Northern Potter School District. Throughout the school year, students may be asked to participate in various fundraising efforts to help offset the costs of field trips, class events, club activities, and other school-related experiences.

Participation in fundraisers is encouraged but may be required for certain trips or events where costs must be covered. All fundraising activities must be approved by school administration and supervised by a staff member or class advisor.

Important Notes:

- Students and families are responsible for turning in all money and order forms by the stated deadlines.
- Orders cannot be processed without payment.
- **All fundraiser sales are final. Refunds will not be issued under any circumstances, including order errors, cancellations, or a student becoming ineligible to participate in an event.**
- Fundraiser profits earned by a student may be credited only toward that student's school-related expenses and cannot be transferred or cashed out.
- Checks returned for insufficient funds will incur a processing fee. Subsequent payments must be made by cash or money order.

Students are expected to represent the school positively when participating in fundraising activities. Misuse of fundraiser materials, money, or responsibilities may result in disciplinary action and/or loss of participation privileges.

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

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

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

HARASSMENT/BULLYING

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

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

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

Ms. Wendy Bailey
Principal
N. Potter Children's School
814-848-7563

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

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

HOMEBOUND INSTRUCTION

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

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

HOMEWORK

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

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

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

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

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

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

Other considerations for parents are:

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

LOST AND FOUND

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

LUNCH & BREAKFAST PROGRAM

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

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

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

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

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

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

***Note- Emergency Epinephrine:**

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

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. Finally, the container for the medication **MUST** have:
 - a. The name of the medication
 - b. The name of the student
 - c. The name of the doctor
 - d. The directions on giving it

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

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 **Student Support & Family Liaison** 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 24 hours a day, 7 days a week. You can also call at 1-866-957-3324, which is a Potter County Crisis Hotline Center for Community Resource (CCR) is the Potter County Crisis provider. They also have a text number #63288.

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

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

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

If an emergency situation does not exist, the child will be kept in school until transportation arrangements can be made.

The responsibility of transportation rests with the parents. School officials will notify the parents that the child is injured or ill.

PLAYGROUND/RECESS RULES

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

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

Swings on all playgrounds

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

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

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

Balls

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

Football/Soccer

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

Games of Tag, or other "Chase" Games

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

INDOOR RECESS RULES

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

RECESS CONSEQUENCES

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

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

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

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

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

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

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.
3. Transportation is a privilege. Safe student behavior is expected while being transported on the bus.

SCHOOL DAY-HOURS OF OPERATION

The instructional day begins at 8:10 a.m. and ends at 2:45 p.m. for grades K4-6. Children, if driven to school, should not be dropped off before 7:40 a.m. Supervision of students is not available until that time. Your child will be considered tardy to school after 8:10 a.m. Half-day absences are documented for student arrivals after 10:00 a.m. or student dismissals before 1:00 p.m. Documentation of an early release occurs when the student departure time is after 1:00 p.m.

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

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

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

TAKING YOUR CHILD OUT OF SCHOOL

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

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

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

TOBACCO – FREE SCHOOLS

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

VISITORS

All visitors must report to the office.

Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teachers during such visits but rather schedule a conference for a mutually acceptable time.

All visitors must enter the school by means of the main entrance. For the protection of the students, all visitors are to report to the office immediately upon entering the building and receive a visitor's pass. Please do not go directly to the classroom.

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

WEAPONS VIOLATIONS

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

Weapons – For the purpose of these guidelines, weapons shall include, but not limited to, devices and materials described in Act 26 of 1995 and subsequent revisions: and look-alike weapon, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, and any other tool capable of inflicting serious bodily injury (blade length of 2.5 inches).



Northern Potter Children's School

6th Grade Recognition Ceremony



K4 Graduation Ceremony



Northern Potter Children's School

"Learning Experiences"









Special Events/Awards



K4-2nd Grade Patriotic Concert



Elementary Song Fest



NED Assembly



Bucket Filler Holiday Activities



Reading Competition



Perfect & Outstanding Attendance Award Recipients

APPENDIX A

Northern Potter Children's School Grading/Report Card Procedures

The purpose of grading in an elementary school is to communicate a student's progress toward mastering the Pennsylvania Academic Standards and local district curriculum. Grades are intended to provide meaningful information to students, parents, and educators about a student's academic achievement, work habits, and social development while supporting continued growth and learning.

K4-Grade 2 Grading Procedures

Northern Potter Children's School uses a standards-based grading system in K4-Grade 2. Student performance is evaluated based on proficiency in specific grade-level standards and learning targets. In the K4- Grade 2, teachers will report grades using a 1–4-point scale in ALL areas including special classes (Art, Library, Music, and Physical Education).

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

Grades 3, 4, 5, and 6 Grading Procedures

Teachers determine grades by using multiple assessments aligned with district curriculum and Pennsylvania standards. Student achievement is measured through both formative and summative assessments. Teachers in Grades 3-4-5-6 will report **percentage grades** in the major subject areas (Language Arts, Math, Social Studies, & Science):

- 100%-92% indicates exemplary test, quiz, and daily/weekly academic performance
- 91%-85% indicates good test, quiz, and daily/weekly academic performance
- 84%-77% indicates average test, quiz, and daily/weekly academic performance
- 76%-69% indicates below average test, quiz, and daily/weekly academic performance
- Below 69% indicates a well below average test, quiz, and daily/weekly academic performance
- 65% & above is passing.

Encore Grading Procedures Grades 3-6- "SPECIALS"

Teachers teaching the "encore" subjects of Art, Library, Music, & Physical Education will report student performance based on the following grading scale:

- N= Needs Improvement
- O= Outstanding
- S= Satisfactory
- U= Unacceptable

Report Cards

Report cards are sent home with students at the end of each quarter. The yearly school calendar that appears in the Northern Potter Children's School Parent/Student Handbook notes the end of marking period dates. Report cards communicate:

- Academic achievement
- Progress toward grade-level standards
- Work habits/characteristics of a successful learner
- Attendance information
- Teacher comments, when appropriate

Parent-teacher conferences are typically held at least twice annually to discuss student progress, strengths, and areas for growth.

Honor Roll Procedures

Purpose

The Elementary School Honor Roll recognizes students who consistently demonstrate high levels of academic achievement. The honor roll is intended to celebrate student success, encourage academic excellence, and motivate students to perform their best while maintaining positive learning habits.

Eligibility

Honor Roll is determined at the conclusion of each marking period for students in Grades 3–6. Students must be enrolled for most of the marking period to be eligible.

Honor Roll Criteria

Students qualify for Honor Roll based on their final marking period grades in the core academic subjects (ELA, Math, Science, & Social Studies).

High Honor Roll

Students earning a cumulative average of **92%–100%** in ELA, Math, Science, & Social Studies are recognized on the **High Honor Roll**, with no grade lower than 77%.

Honor Roll

Students earning a cumulative average **87%–91%** in ELA, Math, Science, & Social Studies, with no grade below a B, are recognized on the **Honor Roll**.

Additional Requirements

Students may also be required to:

- *Receive satisfactory marks in characteristics of a successful learner/work habits section on report card.*
- *Have no failing grades or incomplete grades.*
- *Meet school expectations for attendance and behavior as outlined in the student handbook.*

End of the Year Awards

Various awards will be given to elementary students during the end of the year assembly and 6th Grade Recognition. Students may qualify for various end of the year awards through demonstrating outstanding attendance, citizenship, improvement, and overall academic performance.

APPENDIX B

Disciplinary Action Schedules

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

Elementary Policy K-6 Level I Examples

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

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

LEVEL I Examples (continued)

- | | |
|--|---|
| 11. Harassment of fellow student

12. Use of obscene language or gestures

13. Inappropriate behavior in restrooms, hallways, and cafeteria

14. Refusal to carry out directions

15. Disrespect toward teachers, support staff, or students

16. Failure to complete responsibilities such as turning in homework, projects, papers from home, etc.

17. Failure to obey playground rules | 11. Lunch in restricted area

12. Specific classroom management programs (Positive Behavior Plan) |
|--|---|
- *****

Elementary Policy K-6 Level II Examples

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

<u>Examples</u>	<u>Procedures</u>	<u>Possible Disciplinary Options/Responses</u>
1. Continuation of Level I misbehavior	1. The student is referred to the principal with an account of interventions already taken place	1. Continuation of the Level I more stringent Level I options (re-teaching, etc.) including a positive behavior plan
2. Continual harassment of other students	2. Principal meets with the student and/or teacher and decides the most appropriate response	2. Reprimand from the principal Lunch in restricted area Loss of recess
3. Stealing	3. Disciplinary record is kept on file in office	3. Remove from extra- curricular activities (loss of privileges)
4. Showing flagrant disrespect to school personnel in action, word, and/or gestures	4. The parent/guardian is notified	4. Parent/guardian conference Lunch in restricted area Loss of recess After-school detention
5. Fighting		5. Principal assigns detention and notifies parents/guardians
6. Vandalism		6. Student required to clean, replace or repair damage
7. Intentional defiance and insubordination		7. Temporary removal from classroom situation/ positive behavior plan

LEVEL II Examples (continued)

- | | |
|--|---|
| 8. Excessive tardiness or absence from school | 8. Referral to an outside agency, Loss of recess |
| 9. Misbehavior on the bus | 9. Principal or Guidance referral
Bus privileges may |
| 10. Use of social/ethnic slurs, as well as derogatory terms (swearing) | 10. Confiscation of inappropriate objects |
| 11. Major classroom disruption | 11. In-school suspension (isolation) |
| 12. Leaving school grounds without permission | |

Elementary Policy K-6 Level III Examples

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

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

LEVEL III Examples (continued)

- | | |
|--|---|
| 6. Sexual harassment of students | 6. Superintendent notified |
| 7. Possession of tobacco products | 7. Hearing held at Superintendent's level |
| 8. Any other offense which would merit this Level of disciplinary response | |

Elementary Policy K-6 Level IV Examples

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

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

APPENDIX C

What if you think your child has a learning disability?

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

Does My Child Need Special Education?

Determining Eligibility

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

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

1) Has an intellectual disability, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a speech or language impairment, a visual impairment (including blindness), autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities.

2) Needs special education, as determined by an evaluation team. *Your child must meet both qualifications in order to be eligible for special education.*

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

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

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

For more information about Special Education in Pennsylvania go to:

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

APPENDIX D

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

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

Child's Name _____ Today's Date _____

Teacher's Name & Grade _____ Date of Child's Absence _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

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

Child's Name _____ Today's Date _____

Teacher's Name & Grade _____ Date of Child's Absence _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

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

Child's Name _____ Today's Date _____

Teacher's Name & Grade _____ Date of Child's Absence _____

Reason for Absence _____

Parent Name (Please Print) _____

Parent Signature _____

NPCS Written Excuse Today's Date _____

Child's Name _____

Teacher's Name &
Grade _____ Date of Child's

Absence _____

Reason for Absence ☐ Illness ☐ Other

Explain other ☐ _____

Print Guardian Name _____

Guardian Signature _____

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

NPCS Written Excuse Today's Date _____

Child's Name _____

Teacher's Name &
Grade _____ Date of Child's

Absence _____

Reason for Absence ☐ Illness ☐ Other

Explain other ☐ _____

Print Guardian Name _____

Guardian Signature _____

APPENDIX E

Homeless Students

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources need 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 supports can school districts provide to homeless students?—Homeless students are eligible for supports 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.

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.

NPSD COMPUTER Agreement - keep this handbook for your records

Terms and Conditions of Use

By signing this form, the NPSD Student certifies that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the NPSD Student's possession use of a NPSD COMPUTER issued to the NPSD Student by the Northern Potter School District ("NPSD"). The NPSD Student also certifies that they will always comply with these terms while the NPSD COMPUTER is in their possession or under their control. Participation in this program is mandatory.

General Terms & Conditions

- The NPSD COMPUTER is being made available to the NPSD Student on the terms and conditions described in this document only for purposes of educational services provided by NPSD.
- Although the NPSD COMPUTER will be assigned to a specific student it remains the property of NPSD. NPSD may recall the NPSD COMPUTER or place additional restrictions on the NPSD Student's use or possession of the NPSD COMPUTER, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any NPSD administrator, the NPSD Student will immediately surrender the NPSD COMPUTER to the NPSD administration.
- NPSD reserves the right to change the terms or conditions of the NPSD Student's possession or use of the NPSD COMPUTER, or to impose new restrictions on use or possession of the NPSD COMPUTER, at any time.
- The NPSD Student's possession and use of the NPSD COMPUTER, both on and off campus, will always be subject to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by NPSD or by Local, State, or Federal Law as well as all policies enacted by the School Board.
- Under no circumstances will the NPSD Student use the NPSD COMPUTER, or permit the NPSD COMPUTER be used, in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment; malicious internet activities (including "hacking" of other NPSD COMPUTERS or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful or inappropriate activities of any kind.
- Under no circumstances will the NPSD Student use the NPSD COMPUTER, or permit the NPSD COMPUTER to be used, to access any websites or online resources that have not been approved by an NPSD teacher or school administrator.
- Should the NPSD Student inadvertently gain access through the NPSD COMPUTER to any confidential information about other NPSD Students or Students at NPSD, including but not limited to another Student's evaluation, the NPSD Student will immediately report the incident to the Technology Director and will not share the information with any other person.
- The NPSD Student will not share the NPSD COMPUTER with any other person unless expressly authorized to do so by an NPSD administrator.

Issuance of NPSD COMPUTER

- The NPSD COMPUTER will be distributed during the morning Homeroom period and returned to Homeroom before dismissal.
- If authorized by NPSD, the NPSD Student may transport the NPSD COMPUTER to and from home, public libraries, and meetings of school study groups.
- Outside of those specific authorizations the NPSD COMPUTER is not to leave the premises. Removal of NPSD COMPUTER from the premises without prior authorization may be considered theft and will be pursued as such.

NPSD COMPUTER Care and Guidelines

- Under no circumstances will the NPSD Student install or allow the installation of any applications (apps), hardware, software, drivers, or other programs on the NPSD COMPUTER. Under no circumstances will the NPSD Student delete, uninstall, or attempt to circumvent any apps, hardware, software, drivers, filters, or other programs or devices installed on the NPSD COMPUTER by NPSD. Any necessary hardware or software changes will be done by the IT Team.
- The NPSD COMPUTER may be inspected at any time by NPSD officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the NPSD Student's use of the NPSD COMPUTER (including any email communications and internet activities) to determine whether the NPSD Student is complying with the terms and conditions set forth or described in this document. By signing this document, the NPSD Student and Parent acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the NPSD COMPUTER, which remains NPSD property and is intended to be used only for school purposes. The NPSD Student further acknowledges that if any such inspection reveals evidence that the NPSD Student has violated the Code of NPSD Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the NPSD Student and/or shared with law enforcement.

Loss, Theft, & Damage

- The NPSD COMPUTER is a valuable piece of property that is being made available to the NPSD Student by NPSD for educational purposes.

- The NPSD Student is responsible for ensuring that the NPSD COMPUTER is kept safe and secure at all times while it is in the NPSD Student's possession or under the NPSD Student's control.
- Under no circumstances will the NPSD Student leave the NPSD COMPUTER unattended at any location, either on or off campus.
- Under no circumstances will the NPSD Student leave the NPSD COMPUTER in the care or custody of any person other than the NPSD Student, NPSD teacher, or NPSD administrator. This includes OTHER NPSD Students.
- If the NPSD COMPUTER is lost, stolen, damaged or malfunctioning in any way, the NPSD Student will immediately report the problem to the Technology Director.
- In recognition of the advantages that come from being issued a NPSD COMPUTER and the considerable expense to NPSD in funding the NPSD COMPUTER program, the NPSD Student acknowledges that they must bear some risk for the possibility that the NPSD COMPUTER may be lost, damaged, or stolen, as described in more detail below.
- If for any reason the NPSD COMPUTER is lost, stolen, or destroyed during the time that it is issued to the NPSD Student, regardless of whether the NPSD Student is at fault, the NPSD Student will be responsible for the following fees to help offset the actual replacement costs to NPSD:
 - For the first occasion \$100.
 - For the second occasion, the actual replacement cost of the NPSD COMPUTER.
- If for any reason the NPSD COMPUTER is damaged during the time that it is issued to the NPSD Student, regardless of whether the NPSD Student is at fault, the NPSD Student will be responsible for the following fees to help offset the actual cost to NPSD of repair or replacement. Part prices may vary and can be provided based on model. Parts will be sourced by NPSD and current retail price.
 - Screens run between \$150-\$200
 - Keyboards run between \$30-\$50
 - Chargers run between \$15-\$30

Core electronics are not available separately and cannot be replaced. The entire device would need to be replaced at a cost of between \$300-\$500
- If the NPSD COMPUTER is damaged or destroyed during the time it is issued to the NPSD Student because the NPSD Student committed or intentionally facilitated a deliberate act of damage or vandalism, the NPSD Student will be responsible for the actual cost or repair or replacement, whichever is less.
- For purposes of this document, the replacement cost is the actual cost to NPSD at the time of replacement of a new NPSD COMPUTER purchased directly from the NPSD vendor.
- For purposes of this document, the repair cost is the actual cost to NPSD to have the NPSD COMPUTER fully repaired by a qualified repair technician of NPSD's choosing to the condition the NPSD COMPUTER was in when it was originally issued to the NPSD Student.
- The repair and replacement fees described above may be reduced or waived by NPSD for economic hardship will be considered by NPSD on a case-by-case basis in light of all the circumstances presented. Requests for fee waivers or reductions for economic hardship should be referred to the Building Level Administrator and will be handled confidentially. The granting of a hardship waiver will not necessarily mean that a NPSD Student will be issued a replacement NPSD COMPUTER.
- If the NPSD Student believes the NPSD COMPUTER has been stolen, the NPSD Student will immediately file a report with law enforcement and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after reporting the NPSD COMPUTER as stolen, the NPSD Student will provide a copy of the police report to the Technology Director, along with details about the incident and the name and telephone number of the investigating officer.
- NPSD will investigate all incidents of NPSD COMPUTERS reported as lost and may refer any such incidents to law enforcement. *Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an NPSD-owned NPSD COMPUTER will be vigorously prosecuted to the fullest extent of the law.*

Northern Potter School District Media Release Form (OPT-OUT)



Dear Parent or Guardian,

From time to time, the Northern Potter School District may use photos, videos, or student work in newsletters, on our website, or on social media (such as Facebook). Students are typically not identified by name—or only by first name—when featured in school publications.

Sometimes, local newspapers or TV stations may also visit the school and include students in their media coverage. Your child will not be interviewed without your separate, specific consent.

What This Form Is For:

This form is only for families who DO NOT want their child's photo, video, or name used in school-related or public media.

IMPORTANT:

If you DO NOT give permission for your child to be included in any media (including school publications and outside media), please fill out and return this form to your child's teacher.

>>> If you DO give permission, you do not need to return this form. <<<

OPT-OUT: **I do NOT give permission** for my child to be included in any media

I do not give Northern Potter School District permission to:

- Use my child's photo, video, or schoolwork in school newsletters, website, or social media.
- Allow my child to be photographed or recorded by outside media (e.g., newspapers, TV).
- Publish my child's name along with their image in any media outlet.

Please complete this section to opt out:

Student Name: _____

Grade: _____

Parent/Guardian Name (print): _____

Signature: _____

Relationship to Student: _____

Date: _____

Northern Potter School District Student Conduct Philosophy and Policy

At Northern Potter School District, we believe that each student is unique and has the potential to make positive contributions to society. We recognize that in order to function successfully, individuals must master essential skills and commit to lifelong learning. We believe that students who learn effectively in a group setting come to value both their own worth and that of others.

We further believe:

- That accepting responsibility helps students appreciate the privileges that come with it.
- That individuals should develop an appreciation for creativity—both their own and that of others.
- That every student should be encouraged to become productive, responsible, and engaged to the best of their ability.

With this philosophy in mind, and in cooperation with families and the wider community, we commit to providing a school atmosphere that encourages all students to:

- Be accountable for their own actions.
- Understand 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 obey the rules and decisions of those in authority.
- Demonstrate appreciation for the dignity and integrity of all individuals.
- Respect persons of all cultural, social, and ethnic backgrounds.
- Develop a sense of responsibility to the groups in which they participate.

Public schools serve a wide range of age groups, and students' rights and responsibilities may differ according to their maturity levels. We believe that a school must be an orderly environment in which learning is not jeopardized by disruption. Within this structure, students must have opportunities to take on responsibilities, respect reasonable authority, and reject both oppression and misconduct.

A key student responsibility is to follow all school rules and policies until such time as they are officially changed or removed. Similarly, all staff members are expected to exercise their authority respectfully and uphold the integrity and dignity of every student.

The Northern Potter Board of Directors is responsible for establishing guidelines that ensure a safe and productive educational climate. It is the policy of the Board that order must be maintained in our schools. Our first priority is always the safety of our students and the preservation of a quality educational environment, free from unnecessary disruptions.

We affirm that education cannot proceed without effective discipline, applied fairly and consistently. Good discipline is not merely the absence of misbehavior—it is the presence of mutual respect, focus, and cooperation between students and school personnel.

Effective discipline:

- Helps students adjust their behavior rather than punishing them.
- Encourages a positive classroom atmosphere and supportive relationships.
- Supports the development of maturity, responsibility, and citizenship.

The following conditions support the development of positive school discipline:

A. A Supportive Home Environment

- Assumes primary responsibility for a child's discipline.
 - Is aware of the child's responsibilities at school and creates a home environment that supports success.
 - Understands that school staff focus on group behavior and learning.
-
- Cooperates with school authorities and participates in meetings about their child's behavior, health, and academic progress.
 - Accepts responsibility for their child's willful misbehavior in accordance with Pennsylvania law.

B. A Responsible Student Who:

- Respects school and civil authority by following school rules and the laws of the community, state, and nation.
- Values the rights and property of others.
- Works cooperatively with fellow students, staff, and community members.

C. A Committed School Staff That:

- Uses effective guidance practices and fair discipline.
- Maintains a positive learning environment.
- Treats students with respect, modeling responsible citizenship.
- Offers a flexible curriculum that meets diverse student needs.
- Fosters strong communication and collaboration among staff and between staff and students.
- Encourages community involvement to enrich the educational experience.

In alignment with these principles, and to support a positive educational climate, the Northern Potter School District Board of Directors has adopted policies and rules that follow the rights and responsibilities outlined in the U.S. Constitution, the Pennsylvania State Constitution, Pennsylvania Department of Education regulations, district policy, and relevant court decisions.

By signing the student handbook acknowledgment form, students and families confirm that they understand and accept the expectations, responsibilities, and behavioral policies described here.

1. Right to a Free Education:

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.
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.
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.
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:

1st Unexcused Absence	Notification letter sent regular mail to parent/guardian
2nd Unexcused Absence	Notification letter sent regular mail to parent/guardian
3rd Unexcused Absence	Notification letter sent certified mail to parent/guardian with request to schedule Student Attendance Improvement Plan (SAIP) meeting
4th Unexcused Absence	Notification letter sent certified mail to parent/guardian including date and time of mandatory SAIP meeting

5th Unexcused Absence	Notification letter sent certified mail to parent/guardian indicating referral to Potter County Children & Youth Services (CYS) pending further unexcused absences
6th Unexcused Absence	Referral to CYS, student's permanent file adjusted to reflect habitual truancy
7th Unexcused Absence	Truancy charges filed with the District Magistrate

Additional Attendance Correspondence:

Mandatory Medical/Legal Excuse Letter	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.
--	---

3. Student Responsibilities:

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.

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

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.





Northern Potter School District



CALENDAR FOR 2026-2027 SCHOOL YEAR



OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Make-up Days	
Feb. 12	March 30
March 30	April 9

Act 80	
Aug. 17	Aug. 19
Aug. 18	Oct. 30

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Early Release Dates: Children's School release at 12:40 /High School release at 12:45					
Oct. 23 - In-Service	Dec. 22	March 12 - C.S. P/T Conf	May 27		
Nov. 12 - P/T Conf.	Jan. 27 - H.S. P/T Conf.	March 12 - In-Service H.S. Staff 1-3 PM	May 28		
Nov. 25	Jan. 27 - In-Service C.S. Staff 1-3 PM	March 25			

Parent/Teacher Conferences	
November 12 - 1:00 - 6:00 PM	March 11 C.S. Only 3:00 - 6:00 PM
January 27 - H.S. Only 1:00 - 6:00 PM	March 12 C.S. Only 1:00 - 3:00 PM

End of Marking Periods	
Oct. 22	March 18
Jan. 11	May 27

August 17, 18, & 19
August 20
September 7
October 12
October 30
November 26 & 27
November 30
December 23 - January 1
January 11
January 18
February 12
February 15
March 26 - 29
March 30
April 9
May 28

Teacher In-Service - August 18th - District Wide Open House 5:00 - 6:30 PM
Students' First Day of School
Labor Day - No School
No School - Columbus Day
In-Service - No School Students
Thanksgiving Break - No School
Deer Season - No School
Christmas Break - No School
No School
Martin Luther King Jr Day - No School
No School - Make Up Day
President's Day - No School
Easter Break - No School
No School - Make Up Day
No School - Make Up Day
Graduation Day - Last Day Students and Staff



	Student Days	Teacher Days
August	8	11
September	21	21
October	20	21
November	18	18
December	16	16
January	18	18
February	18	18
March	20	20
April	21	21
May	20	20
June	0	0
Total	180	184

Northern Potter Children's School Faculty & Staff Contact Information

Parents: Please call the school to schedule an appointment (NPCS Office (814) 848-7563; Fax (814) 850-1208). Teachers cannot accept calls during instructional time. Teachers' email addresses are here for your convenience. Teachers will check emails daily until 3:30 PM.

Staff Member	Grade level/Subject	Staff Emails
Bailey, Wendy	Principal/Special Education Supervisor	wbailey@northernpottersd.org
Baker, Lisa	Grade 6 Teacher	lbaker@northernpottersd.org
Barnes, Krissy	Kindergarten Teacher	kbarnes@northernpottersd.org
Beaver, Rose	Student Support & Family Liaison	rbeaver@northernpottersd.org
Brosky, Jillian	Kindergarten Teacher	jbrosky@northernpottersd.org
Cady, Casey	Grade 5 Teacher	ccady@northernpottersd.org
Cizek, Jessica	School Nurse	jcizek@northernpottersd.org
Coates, Bambi	Paraprofessional	bcoates@northernpottersd.org
Cornell, Stephanie	Paraprofessional	scornell@northernpottersd.org
Cowburn, Cindy	School Counselor	ccowburn@northernpottersd.org
Crawford, Melody	Paraprofessional	mcrawford@northernpottersd.org
Daniels, Nicole	Grade 1 Teacher	ndaniels@northernpottersd.org
Davis, Jared	Grade 5 Teacher	jdavis@northernpottersd.org
Erway, Michele	Paraprofessional	merway@northernpottersd.org
Graves, Theresa	Grade 1 Teacher	tgraves@northernpottersd.org
Hamilton, Wendy	Grade 2 Teacher	whamilton@northernpottersd.org
Hoven, Jocelin	Grade 4 Teacher	jhoven1@northernpottersd.org
Hunt, Veronica	Reading Intervention Teacher	vhunt@northernpottersd.org
Jeffers, Kalie	K4 Teacher	kcowburn@northernpottersd.org
Keck, Hayden	Grade 3 Teacher	hkeck1@northernpottersd.org
Knowles, Jessica	Grade 2 Teacher	jknowles@northernpottersd.org
Kosa, Darla	K4 Teacher	dkosa@northernpottersd.org
Lehman, Brenda	CS Secretary	blehman@northernpottersd.org
Lewis, Angela	Art Teacher	alewis@northernpottersd.org
Louca, Jeannine	Special Education Teacher	jlouca@northernpottersd.org
Lowery, Haley	Grade 3 Teacher	hkeck@northernpottersd.org
Lucas, Adam	PreK-6th PE Teacher	alucas@northernpottersd.org
Main, Lauren	Grade 6 Teacher	lmain@northernpottersd.org
Newcomer, Kristen	Library/Enrichment/Spanish Teacher	knewcomer@northernpottersd.org
Nichols, Rachel	Paraprofessional	rnichols@northernpottersd.org
Passmore, Darlene	Paraprofessional	dpassmore@northernpottersd.org
Pesock, Miranda	Special Education Teacher	mpesock@northernpottersd.org
Rathbun, Nicole	Speech and Language Teacher	nrathbun@northernpottersd.org
Shaefer, Jessica	K-6 Autism Teacher	jshaefer@iu9.org
Slawson, Jaime	Math Intervention Teacher	jslawson@northernpottersd.org
Soroko, Samantha	Paraprofessional	scline@northernpottersd.org
Stiles, Sasha	Paraprofessional	ssiles@northernpottersd.org
Syzmanik, Lori	Special Education Teacher	lsyzmanik@northernpottersd.org
VanEtten, Erica	Paraprofessional	evanetten@northernpottersd.org
Vought, Don	K4-6 Music Teacher	dvought@northernpottersd.org
Weiss, Tracy	Grade 4 Teacher	tweiss@northernpottersd.org



Northern Potter Children's School

www.northernpottersd.org



(814) 848-7563

Fax (814) 850-1208

