

2010-11 School Year

Elementary Handbook Awareness Form

My child \_\_\_\_\_ and I have read and discussed "The Student Code of Conduct." We are aware of the rules and procedures outlined in this booklet.

If you have questions, please contact the building principal or your child's teacher.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number \_\_\_\_\_

Please sign and return this page to your child's teacher within 5 days.

**\*\*Parents note that included in this booklet are the Network Acceptable Use & Safety Policy and the Athletic Code Policy.**

## 2010-11 School Year

### **Board of Directors**

Michael Vayansky, President  
Teresa Sasserson, Vice-President  
Howard O'Neil, Treasurer  
Dan Bower  
Richard Freeman  
Nick Helf  
Julie Preston  
Judy Quick  
Kimberley Strauser

### **Administration**

Timothy Bowers, Superintendent  
Christopher Adams, Principal; Elkland Area High School  
Diana Barnes, Principal; Williamson Jr-Sr High School  
Jesse Millard, Principal; Clark Wood Elementary School  
Dennis Smith, Principal; R.B. Walter Elementary School  
Cheryl Sottolano, Principal; Westfield Area Elementary School  
Matthew Sottolano, Principal; Cowanesque Valley High School  
TBA; Principal of Academic Affairs

This brochure, published by the Northern Tioga School District, is designed to be used as a reference throughout the year.

The district values communication between home and school. Families are encouraged to share information with school personnel which may contribute to the most effective education for students.

### **NON-DISCRIMINATION POLICY**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirement of federal and state laws and regulations.

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

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The Northern Tioga School District does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, ancestry, religion, marital status, pregnancy or handicap/disability in matters affecting employment or providing access to programs.

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It is the policy of the NORTHERN TIOGA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, age, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

For more information about your rights or grievance procedures, contact Section 504 Coordinators and Title IX Coordinator, Mr. Timothy Bowers at 117 Coates Avenue, Elkland, PA 16920, (814) 258-5642.

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Northern Tioga School District Schools

Williamson High School  
33 Jct Cross Road  
Tioga, PA 16926  
(570) 827-2191  
Diana Barnes, Principal  
Christine Wilson, Guidance Counselor  
Kevin Wilson, Social Worker  
Irene Williams, School Nurse  
Dan Fie, Transition Coordinator

R.B. Walter Elementary School  
65 Jct Cross Road  
Tioga, PA 16946  
(570) 827-2171  
Dennis Smith, Principal  
Janine Young, Elementary Counselor  
Irene Williams, School Nurse

Elkland Area High School  
110 Ellison Road  
Elkland, PA 16920  
(814) 258-5115  
Christopher Adams, Principal  
Sherry Rice, Guidance Counselor  
Kevin Wilson, Social Worker  
Carrie Hackett, School Nurse  
Dan Fie, Transition Coordinator

Clark Wood Elementary School  
110A Ellison Road  
Elkland, PA 16920  
(814) 258-5131  
Jesse Millard, Principal  
Cynthia Borzok, Social Worker  
Carrie Hackett, School Nurse

Cowanesque Valley High School  
51 North Fork Road  
Westfield, PA 16950  
(814) 367-2233  
Matthew Sottolano, Principal  
Angie Adams, Guidance Counselor  
Kevin Wilson, Social Worker  
Betsy Deacon, School Nurse  
Dan Fie, Transition Coordinator

Westfield Area Elementary School  
1355 Route 49  
Westfield, PA 16950  
(814) 367-2712  
Cheryl Sottolano, Principal  
Charrisse Wilson, Social Worker  
Betsy Deacon, School Nurse

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### **MISSION STATEMENT**

The mission of the Northern Tioga School District is to provide our students with the knowledge, skills, and strategies needed to successfully meet the challenges of the future.

### **JURISDICTION**

School officials have authority for the disciplinary control of students:

1. While on school premises.
2. While on school buses to and from school and school sponsored field trips or extra curricular activities.
3. While engaging in related school activities on or off school premises.

### **CLASSROOM PHILOSOPHY**

#### School Responsibility

It is the responsibility of the school staff to provide for the educational needs of all students.

1. Maintaining an atmosphere conducive to good behavior and the development of good study habits.
2. Exhibiting a respectful and positive attitude toward students so as to encourage a positive, realistic self-image in each learner.
3. Implementing the accepted curriculum in a variety of ways so as to meet the needs of all learners.
4. Administering discipline in a fair and impartial manner so as to teach the principles of justice and citizenship by example.
5. Promoting a friendly, yet professional relationship with learners so they may see themselves as meaningful parts of the society in which we live.
6. Taking an interest in the life of the local community in order to better relate to the needs of the learners. This may include involvement in parent groups and awareness of community support services.

#### Student Responsibility

1. Be on time so that introductory instructions and materials will not be missed and class time can be used effectively.
2. Be prepared for class so that interruptions to the classroom procedure will be avoided.
3. Listening to what is said in order to acquire needed information and to avoid needless repetition by the teacher.
4. Participating in class activities in order to gain new knowledge, clarify vital information, and reinforce concepts learned.
5. Obeying school and class rules in order to contribute to a positive learning atmosphere.
6. Respecting the rights and property of self and others; thus practicing good citizenship.
7. Exercising self-control and good manners in order to develop positive relationships with others.
8. Respecting the authority of school personnel so as to maintain good working relationships.

### **CARE OF SCHOOL PROPERTY**

#### **Textbooks and Materials**

The following are general conditions for the acquisition, use, and care of books and other materials by the student:

Parents or guardians of students who have lost, damaged, and/or destroyed a textbook or materials will be financially responsible for the replacement of the textbook or materials. The school principal or his/her designee will be responsible for billing the parent or guardian for the cost of replacement of the book or materials.

### **Buildings and Property**

Students are responsible for assisting in the maintaining of school buildings and school property. Students and/or parents will be financially accountable for any destruction or defacing of school property.

### **NETWORK ACCEPTABLE USE & SAFETY**

The Northern Tioga School District recognizes that our students live in a world of increasingly sophisticated technology and greatly enhanced communication. We further recognize that the availability of an ever-present and virtually unlimited information resource has profound implications for instruction. We therefore believe that it is imperative to provide computer network and Internet access to our students and staff.

District technology resources are defined to include telecommunications systems, WAN/LAN computer networks, Internet access, electronic mail, computer hardware, personal digital assistants, handheld computers, wireless technologies, text paging systems, computer software, and other technologies that align in these categories.

The Network Acceptable Use and Safety Policy detailed here is designed to articulate the appropriate use of these technologies and the district computer network (including the Internet) in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. NTSD user compliance with these rules will help ensure a safe and appropriate learning environment. This policy is applicable to internal network use as well as external electronic communications. This policy will serve as a guide for acceptable use of district technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). This policy may be revised or amended subject to School Board approval.

The Northern Tioga School District establishes that use of technology resources by its staff and students is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action. To this end, the district will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Internet access by students will be monitored by district staff and/or software at all times. However, the ultimate responsibility for complying to this AUP lies with all NTSD technology users.

#### Network And Internet Access

All students and employees are eligible to have "network user" accounts and to access the network resources in our school buildings. Students will not be provided with e-mail accounts by the school district. Except in cases involving specific class projects, students are not permitted to access chat rooms, online messaging systems, or other forms of direct electronic communication in school.

Parents who would like their children to be denied access to the Internet in school should notify each child's building principal in writing at the beginning of each school year for which they would like this access to be denied.

Internet privileges of any NTSD user may be denied, suspended, or revoked as a consequence of violation of the provisions of this Network Acceptable Use and Safety Policy. Furthermore, Northern Tioga School District administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

#### Code Of Conduct: District Network And Internet Resources

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1. Network users must be aware that there are materials on the Internet that maybe defamatory, abusive, obscene, profane, sexually oriented, threatening, racially or sexually offensive, or illegal. These materials include graphics, sounds, digital film clips, text, and other forms of media. Users of the Northern Tioga School District network agree not to use school district resources to download, copy, upload, transmit, forward, or display any such materials. District technology resources will not be used for illegal activities, transmitting offensive materials, distributing hate mail or discriminatory remarks, or obtaining, transmitting or communicating indecent, profane, obscene or pornographic material that is harmful to minors.
2. Technology resources will be used to support the functions of the Northern Tioga School District, its curriculum, the educational community, projects between schools, and communication and research for school district administrators, teachers, and students. Network access is also provided to support the curriculum and operations of our district. Any other use, including use of the network for personal, political, or commercial purposes is prohibited.
3. Network users are expected to respect all applicable state, federal, and local laws. Particularly, users agree to abide by copyright laws. Material retrieved from the Internet may not be plagiarized for any purpose. Material that is to be republished in any format may only be used with the permission of the copyright holder. Commercial software may not be downloaded, copied, installed, transmitted, uploaded, or forwarded. Violation of copyright or other laws is prohibited and will be referred to the proper authorities.
4. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy. A user will not use another person's account, pretend to be someone else, or attempt to conceal his/her identity on the network. Users will not give others access or permission to use their accounts. Users will not re-post personal communications without the author's consent. As minors, student safety is always a priority. Students will not give out personal information such as their real name, address, phone number, social security number; send other users pictures of themselves; or agree to meet with people encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by and under the supervision of a teacher. The unauthorized disclosure, use or dissemination of personal information regarding any district staff member is prohibited.
5. The district network shall not be used to disrupt the work of others. Any interference with the normal operations of the network will not be permitted. This includes vandalism or removal of computer hardware, installation or use of unapproved software, the unauthorized changing of network software settings, attempts to circumvent security or Internet filtering software, and the installation, copying, uploading, transmission, propagation, or creation of computer viruses of any kind. Any attempt to gain unauthorized access to information or data on the network is prohibited. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to utilize.
6. E-mail user accounts will be provided for school district staff only. The use of non-district "web-based" e-mail accounts (such as hotmail) by anyone through district Internet access is prohibited. Staff electronic mail and other communications are not a private matter. School administrators have the authority to inspect e-mail that is transmitted through the district's network. The district reserves the right to monitor all electronic communications. E-mail use that contradicts provisions of the Network Acceptable Use and Safety Policy will be handled appropriately. Specifically, illegal activities will be reported to law enforcement personnel, and unacceptable communications can result in network privileges being denied, suspended, or revoked as well as other discipline. A diligent effort must be made by district staff to delete mail routinely from their district mail directories to avoid unnecessary use of file server disk space.
7. Users are expected to follow generally accepted school network etiquette guidelines. The use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use district computers, networks, or Internet should not be used for playing or distributing computer games, downloading music or other similar nonschool related files. All streaming audio and video access must be for specific educational objectives and should be approved through the Technology Department.
8. A diligent effort must be made by all NTSD users to periodically delete obsolete files from their own network user folders accessed through their user name. In addition, users are not permitted to store executable files (\*.exe) within e-mails or in user network folders. Uploading, downloading, installing, or using unauthorized games, programs, files or other electronic media is prohibited. Following these rules will assist the district technology staff in maintaining a healthy computer network with a higher level of antivirus protection.
9. Users shall not connect or install to district assets technology resources (e.g., computer notebooks, PDA's, or other portable computing devices) that are their own personal property without obtaining prior permission from the Technology Department. Any personal technology resource is subject to all applicable district rules and

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regulations and must have Technology Department approved up-to-date virus systems installed before attaching it to the district's technology resources.

### Disclaimer

The information gathered from the Internet does not reflect the views of the Northern Tioga School District. The district does not endorse the veracity or utility of any materials obtained using its equipment or access to network resources. The school district is not responsible for the consequences of receiving or using advice or information from an Internet source. Neither is it responsible for the consequences of any disruption or changes in services of its network or Internet connection, nor for loss of data stored on its systems.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet by its staff or students. The Northern Tioga School District may terminate the availability of the Internet and district network accessibility at its sole discretion.

### Monitoring Notification

1. No form of electronic communication is guaranteed to be private. Network users may expect reasonable security for their user folders but must realize these folders will be accessed by the technology staff for routine server management.
2. Northern Tioga School District retains the right, but not the duty, to randomly or specifically monitor without prior notice any staff member or student's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes district users' network folders and communication systems (e-mail/voice mail).
3. All communication systems, communications, and stored information whether transmitted, received, or contained in the school district's information systems are the school district's property and are to be used solely for school or educational purposes.
4. Again, the Internet, district networks, and e-mail are not guaranteed to be private. People who operate the systems do have access to all e-mail and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.
5. The Northern Tioga School District, at its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.
6. From time to time, the Northern Tioga School District will make determination on whether specific uses of the Internet and network are consistent with this policy and notify users of the same.

### **CIPA-COMPLAINT INTERNET SAFETY**

It is the policy of Northern Tioga School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Key terms are as defined in the Children's Internet Protection Act.

### Access To Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized

only for bona fide research or other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Northern Tioga School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Supervision And Monitoring

It shall be the responsibility of all members of the Northern Tioga School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the District Technology Coordinator or designated representatives.

#### Technology Protection Measure

The term technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene as that term is defined in Section 1460 of Title 18, United States Code.
2. Child pornography as that term is defined in Section 2256 of Title 18, United States Code.
3. Harmful to minors. The term harmful to minors means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. Sexual act and sexual contact. The terms sexual act and sexual contact have the meanings given such terms in Section 2246 of Title 18, United States Code.

#### User Agreement

All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement, with this policy. Student and parent/ guardian signatures in the student handbook indicate both the student and parent(s)/ guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources throughout Northern Tioga School District. Handbook parent/ guardian and student signatures will be maintained in the office suite of each individual building.

### **TRANSPORTATION RULES AND DISCIPLINE**

Riding a school bus is a privilege, a privilege that will be denied when students do not follow bus regulations. Students may be subjected to video monitoring while on school buses.

#### **School Bus Rules**

1. Except for ordinary conversation, classroom conduct is expected.
2. Be courteous, use no profane or abusive language.

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3. Do not drink or eat on the bus.
4. Keep the bus clean.
5. Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
6. Keep the aisle clear.
7. Do not damage or deface any part for the bus. Students and/or parents/guardian must repay the cost of repairing any damage or the student will be prosecuted.
8. Smoking and/or tobacco use is prohibited on the bus.
9. Stay in your assigned seat.
10. Do not extend any part of the body out of the bus window at any time.
11. The driver is in charge of the school bus except when a teacher is present.

### **Disciplinary Action**

Misconduct-Infractions of school bus rules:

First Offense Will result in a conference with driver/student/administration/parent/guardian and/or one day suspension.

Second Offense Will result in a five (5) to thirty (30) day bus suspension by the administration based on the severity of the infraction.

Third Offense Will result in suspension for the remainder of the school year by the administration.

School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.

**THE DRIVER OF THE BUS IS REQUIRED TO ASSIGN SEATS AND TO REPORT MISCONDUCT TO THE SCHOOL PRINCIPAL.**

Smoking and/or tobacco use - Students will lose riding privileges as indicated below when driver observes the violation:

1. First violation: 10 days suspension from the bus and a state-mandated fine and court costs.
2. Second violation: 30 days suspension from the bus and a state-mandated fine and court costs.
3. Third violation: Suspension from the bus for the remainder of the school year and a state-mandated fine and court costs. Last day violation may be assessed the following year.

### **SCHOOL BUS ACCIDENT PROCEDURES**

In an effort to protect the students of the school district, the Northern Tioga School District has entered into a partnership with Soldiers & Sailors Memorial Hospital to provide medical evaluations in the event of a school bus accident.

If your child is involved in a school bus accident either on the way to school or home from school and sustains minor injuries or no apparent injuries, he or she will be transported to Soldiers & Sailors Memorial Hospital in Wellsboro for evaluation. The school district will notify you or the emergency contact for your child of the accident and you or your designee will need to report to the hospital to provide information to the hospital staff and to pick up your child.

The following describes the process that will occur at the hospital if your child is involved in a school bus accident:

The ER receptionist will register your child and print out an ER record. The registration consists of the name, address, telephone number, date of birth, social security number, family medical doctor, parent or guardian's

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name, emergency contact, and the parent or guardian's automobile insurance. The information needed for the automobile insurance will be name, address, telephone number, the policy number and the name of the policy holder(s).

The ER nurse and physician will evaluate and perform the appropriate treatment that your child may need. The ER staff will need to know any medications your child is currently taking and any known allergies.

The **medical evaluation** is provided free of charge. Any necessary **treatment** will be billed in accordance with the PA State No Fault Insurance Law.

### **DELAYED START, EARLY DISMISSAL, AND EMERGENCY CLOSING OF SCHOOLS**

A decision to close schools for emergency reasons is made only after careful deliberation of the emergency situation. The decision to close schools reflects our concerns for the safety of children and the obligation to maintain the continuity of instructional programs. Announcements will be made over local radio and television stations when dangerous driving conditions or when other emergencies make it necessary to DELAY the starting time, DISMISS school earlier, or to CLOSE schools for the day.

**PLEASE DO NOT CALL THE PRINCIPAL OR THE SUPERINTENDENT AS THIS ONLY TIES UP  
TELEPHONE LINES AND DELAYS REQUIRED ACTION.**

### **CLOSING OF SCHOOLS**

When school is to be closed there will be radio and television announcements to this effect by the District Superintendent. This will normally be done early in the morning, and will be announced over the following stations:

WCBA AM 1350 -	Corning	WELM AM 1400	-	Elmira	
WINK FM 106	-	Corning	WNBT AM 1490	-	Wellsboro
WNBT FM 104.5	-	Wellsboro	WGMM FM 97	-	Elmira
WLIH 107.1	-	Whitneyville	WLSV AM 790	-	Wellsville
WILQ FM 105	-	Williamsport	WSKG FM 91	-	Corning
WHGL FM 100.3	-	Troy	WKSJ FM 95	-	Williamsport
WDKC 101	-	Mansfield	WZKZ 101.9	-	Wellsville
WLIH FM 107	-	Whitneyville	WETMTV	-	Elmira
WENY TV	-	Elmira	News 10 Now		
WYOU TV	-	Wilkes Barre	Parent Link		

Parents can also call (814) 258-5642 for a voice message of the closing or delay or check the district's website at [www.ntiogasd.org](http://www.ntiogasd.org).

### **DELAYED SCHOOL STARTING TIMES**

The starting time for schools will be delayed 2 hours (120 minutes) on mornings when weather conditions make roads temporarily hazardous. Delayed school starting time broadcasts will also be announced early in the morning over the previously listed stations. Breakfast will be served on these days. Afternoon dismissal will be at the regular time for all students.

### **EARLY DISMISSAL**

When hazardous weather conditions develop during the day, schools may be dismissed earlier than usual. When it is necessary to close all schools early, the superintendent will authorize dismissal of schools. Broadcasts of early dismissal, stating the approximate dismissal time for all schools, will also be announced on the previously listed stations.

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When weather conditions deteriorate during the day, parents should anticipate an early dismissal. Parents are urged to make plans in advance to care for children who will be arriving home from school at an earlier hour.

Arrangements will be made to care for children who are usually picked up by their parents until the parents arrive at the early dismissal time.

### **SPECIAL CIRCUMSTANCES ROAD CONDITIONS**

It is entirely possible that school may be in session when certain roads in the district will be deemed unsafe for the school bus to travel. It is district policy to have schools open when a large majority of the children are able to attend.

When road conditions to your home are too hazardous for the bus, and you personally see that your children are driven to school, the responsibility for their return home is also up to you. If you desire, later in the day, you may call your bus driver to ask if he/she will return your child. If road conditions have improved, he/she should return the student. The decision in this instance will be made by the bus driver.

### **FIRE DRILLS**

Fire drills are required. These are held at intervals throughout the school year and are checked accordingly as to the speed and order in which the building is emptied. A notice is placed on the bulletin board of each room indicating which door is to be used as a fire exit. You are to walk quickly and silently. Make certain you follow all directions. Once outside of the building, remain with your class at least 50 feet from the building until the signal to return is given.

### **INSURANCE**

The Northern Tioga School District does not carry insurance on students. However, parents may purchase low cost insurance at the beginning of each term. Each student will receive information within the first several days of the term detailing cost and the kind of coverage available.

### **MEDICATION**

The guidelines to follow for the administration of legal drugs to students during school hours is as follows:

1. It is the parent's/guardian's responsibility to contact the school nurse to complete the permission form and physician authorization forms.
2. All medication shall be brought to school and delivered directly to the school nurse or administration.
3. Complete information for administration will be on the properly labeled original container dispensed by a pharmacist or attending physician.
4. All approved prescription medicine must be taken in either the nurse's office or the administrative office.

### **MEDICAL APPOINTMENTS**

Students are encouraged to make doctor and dentist appointments when school is not in session if at all possible. Students who must miss school for medical purposes are to present the doctor's excuse to the attendance officer upon returning to school. Prior notification to the school office is necessary.

### **STUDENT RECORDS**

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

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The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by district staff.

Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.

The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and appropriate disciplinary records to other school districts.

Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.

The annual notice of rights shall inform parents/guardians and eligible students of the following:

1. The right to inspect and review the student's education record within forty-five (45) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### **STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/GUARDIANS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational

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records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the district's receipt of a request for access.

A parent/guardian or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent/ guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents/guardians prior to the disclosure of information and will provide the parent/guardian with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent/guardian.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.

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- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent/ guardian or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian or eligible student.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

- 5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal within 2 weeks of the beginning of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

- 6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

### **STUDENT/SUBSTITUTE TEACHERS**

Student teachers and substitute teachers are to be recognized as having the same authority of the regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff.

It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

### **ASSEMBLIES**

Students are expected to maintain a high level of excellence in behavior. All rules and regulations that apply to a normal school day are in effect for all assembly periods. Students are to leave from their homeroom with their teacher when notified over the intercom. They are then to proceed to the assembly in an orderly procession to the auditorium or gymnasium (or other site of the assembly) and sit in the designated area for their grade level. Mannerly behavior is to be exhibited at all times.

## **VISITORS**

Parents or community members must arrange in advance to speak with a teacher. No one is to go to classrooms unannounced, either during or after the school day. Adult visitors must first report to the Principal's office where they will be issued a visitor's pass. Students should show courtesy to visitors in the building by directing them to the appropriate office or extending any help that is needed. Anyone wishing to visit classes must get permission from the principal. Students are not permitted to bring a visitor into school.

## **EXTRA CURRICULAR ACTIVITIES**

### **Student Responsibility**

Extra curricular activities shall include those functions which are conducted after school hours under the direction of authorized school personnel and where appropriate school administrators have jurisdiction over the students. Such activities shall include, but not necessarily be limited to, school sponsored events, clubs, field trips, athletic functions, and other similar activities.

Any student participating in such activities is responsible for following the rules of the school regarding behavior. If a student breaks any of these rules, he/she shall be subject to disciplinary measures by appropriate school personnel.

Extra curricular activities are a privilege and may be denied.

## **STUDENT DISCIPLINE**

Part of the responsibility of our school is to teach our students habits of good citizenship. A vital component of good citizenship is appropriate and acceptable behavior. The overwhelming majority of the students of the Northern Tioga School District display this characteristic in abundance. This fact speaks very well for the part the home and parents are playing in the education of their children.

As a parent you are well aware that there are times that it may be necessary to apply a firm hand in order to assure that your child's behavior remains at a standard that you find acceptable. We face the same situation at the school and therefore have, over the years, adopted a "Student Discipline Policy" and a "Corporal Punishment Policy." Corporal Punishment is to be applied only as a last resort in the control of students. Corporal punishment is defined as the use of physical force and can only be used in accordance with the strict guidelines of our policy. These policies are available for your inspection in each school office.

It is the school district's responsibility to inform parents that it is their right to annually inform their child's school in writing if they wish to restrict the application of the Corporal Punishment Policy.

Several suggestions for parents to follow, in order to develop better discipline practices, are:

1. Use a positive approach. Say "do this" more than "don't do that."
2. Say what you mean...and mean what you say. Don't fool yourself, a child knows the difference.
3. Be clear. A child should never be confused about the rules. Rules should be simple and explained carefully.
4. Be reasonable and understanding. When possible, explain why things have to be the way they are. Try to understand a child's feelings about how things are from his/her perspective.
5. Remind yourself that children are different. What works with one child many not work with another.
6. Set an example for your children. Your own behavior is the base for establishing your expectations of them.
7. Set limits on your children's behavior. Agree with your children on the limits and make it clear what the consequences are for breaking the rules. Enforce the consequences when necessary.
8. Be certain that you discipline when you say you will.

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9. Discipline as soon as the misbehavior is done...don't put the punishment off for a later time or another person.
10. Stick to your decision. Be consistent in all your disciplinary actions.

### **DISTRICT WIDE CLASSROOM PROCEDURES**

Each building principal will carry out and enforce the following district wide rules.

#### General District Wide Rules

1. Students will walk quietly at all times.
2. Students will use acceptable language at all times.
3. Teasing or verbally harassing another student is not allowed.
4. Cooperate with all teachers and adults.
5. Show respect for others.

#### Hallway

1. Walk in straight, quiet lines.
2. Running, pushing or shoving are not allowed.
3. Keep hands, feet and objects to yourself.

#### Lunchroom

1. Speak in quiet voices, do not yell.
2. Follow instructions of adults in charge.
3. Stand in a straight line quietly.
4. Be polite when eating and show good manners.
5. Throwing of food is not allowed.
6. Clean up the area where you have eaten.

#### Playground

1. Keep hands and feet to yourself.
2. Fighting, throwing of objects, rough play and inappropriate language are not allowed.
3. Play and use equipment safely.
4. Line up and walk quietly.
5. Follow instruction of adult in charge.

#### All Purpose Room

1. Walk in and be seated quietly.
2. Listen quietly and attentively.
3. Keep hands and feet to yourself.
4. Appreciation of performance will be shown by clapping (booing, whistling and yelling are not acceptable).

#### Restrooms

1. Students will use restroom properly.
2. Flush toilets and urinals after use.
3. Wash hands.
4. Do not loiter in restrooms.
5. Students will remain quiet in the restrooms.

#### Classroom Rules

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1. Raise your hand and wait for permission to speak.
2. Sit in your seat unless you have permission to leave it.
3. Walk, don't run at all times in the classroom.
4. Keep hands, feet and objects to yourself.
5. Do what your teachers tells you immediately.

### Other

In general, treat others the way you would like to be treated.

\*Infractions of the rules which are serious in nature (refer to elementary discipline form) will require direct involvement of the parent.

### **RECOMMENDED DISCIPLINE PROCEDURES FOR THE CLASSROOM (Optional Building Procedure)**

It is the goal of the committee to have effective discipline within a building. We feel the procedures must be consistent and school district wide. An effective method to accomplish this goal is to use the "File Box System." The purpose of the "file box" is to keep a record of individual student behavior. This box will accompany the class to all special subjects and activities within the school. At the end of each school year, the student behavior card will be placed in the student's permanent record file.

A teacher who pulls out a small number of students should have a box. It is this teacher's responsibility to notify the homeroom teacher of any inappropriate behaviors.

#### Explanation of File Box System

1. Each homeroom teacher will have a file box with their students' names listed alphabetically on index cards.
2. When a student is not following school rules their card will be turned. At the end of the class period the teacher will record date, time and rule broken.
3. All special teachers will notify classroom teachers of any misbehaviors.

#### Purpose of File Box System

1. To keep an ongoing record of student's behavior by classroom teachers, special teachers, and substitute teachers.
2. To be used for Parent-Teacher conferences so everyone is aware of student's behavior.
3. The Principal can quickly go to the File Box to check any student's behavior.

### **ELEMENTARY DETENTION POLICY (Optional Building Procedure) (Procedure May Vary According To Building)**

Detention will be held at least one night a week in a designated classroom for at least one hour. There will be detention regardless of whether it is for one or for more than one student. Attendance at detention is of first priority over all activities.

When a child is assigned detention, the parent will receive an Academic/Discipline Report Form. The form will designate the date of the assigned after school detention. This form must be signed and returned immediately. Parents must complete the bottom section of the Academic/Discipline Report form indicating the person who will be picking up their child.

In the event that a parent does not come to pick up the child, does not phone the school that there is a problem,

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or the school cannot reach the parent or an emergency contact, the local police may be contacted to help with the situation. The purpose of this is to ensure the child's safety and to avoid liability issues regarding transporting the child.

### **DETENTION ROOM RULES**

1. Attendance at detention is of first priority over all other activities.
2. Student will report to assigned room on time.
3. Student will bring books, notebooks, pens, pencils and any other necessary materials.
4. Student is responsible for bringing enough assigned work to fulfill the detention period.
5. There will be complete silence at all times.
6. Students must remain in assigned seat at all times.
7. Any misbehavior or failure to do assigned work will result in another night of detention.
8. A student who misses a detention assignment without a doctor's excuse will receive two detentions.

### **SMOKING AND TOBACCO USE**

State law prohibits use of tobacco and tobacco products on school grounds.

The board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property.

Students smoking and/or possessing/using tobacco products (cigarettes, cigars, pipes, snuff, chewing tobacco, etc.) will be required to give such to the professional staff upon demand and will be subject to the following:

1. One (1) day of discipline study hall and parental notification and a state-mandated fine and court costs. (1<sup>st</sup> offense)
2. Three (3) days of discipline study hall and parental notification and a state-mandated fine and court costs. (2<sup>nd</sup> offense)
3. Conference with the administration or designee and a state-mandated fine and court costs. (3<sup>rd</sup> and subsequent offenses)

Each school may provide appropriate counseling to help promote positive health habits in regard to tobacco product use and smoking.

### **SERIOUS ACTS OF MISBEHAVIOR**

Acts which pose a continuing danger to person or property or disrupt the learning environment of the classroom or school, including but not limited to:

1. Making loud noises such as screaming, pounding on school furniture, and yelling.
2. Using racial or ethnic slurs, such as name calling.
3. Disruption in non-classroom areas, such as hallways, cafeterias, lavatories, athletic fields, etc.
4. Disruption of classroom procedure.
5. Using profanity or obscene language, abusive or inappropriate language.
6. Disrespect for school personnel, such as defiance of the valid authority of school personnel.
7. Insubordination, such as refusal to perform assigned tasks, talking back, and refusing to conform to school and/or class rules.
8. Academic and other acts of dishonesty, such as copying from another student's paper or submitting work of someone else as your own, lying.
9. Leaving school without permission.
10. Failure to report to the office when directed to do so.
11. Participating in any groups whose goals are to instill terror in others (while on school property).
12. Fighting.

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13. Misuse of Pass.
14. Defacing school property.
15. Tardies.

### **Administrative Actions**

Administration may consider the following actions:

- Exclusion from class - the school administrator may elect to exclude the student from a class in which he/she has presented behavior problems until a parent/teacher/pupil conference can be held to resolve the problem(s).
- Denial of Privileges - the administrator may exclude the student from participating in activities or programs that are otherwise afforded to students.
- Discipline Study Hall
- Out-of-School Suspension

### **GROSS ACTS OF MISBEHAVIOR**

**Assault:** Assault is the attempt to apply or the actual application of force to another student, a teacher, an administrator, or others with intent to do physical injury and with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted.

**Theft:** Theft is the taking of property of another with intent to permanently deprive the owner of its use.

**Arson:** Arson is the crime for intentionally and maliciously setting fire to a building or other property.

**False Alarm:** The conveyance of threats of false information concerning the placement of explosive or destructive substances is a felony.

**Extortion:**Extortion is the process of obtaining money or other property by using threats.

#### **Riots or Unlawful**

**Assembly:**There is an unlawful assembly when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others.

#### **Destruction of**

**Property:** Destruction of property includes malicious injury, defacing or destruction of any building or fixture, and includes the willful writing, marking, drawing characters, etc. on walls, furniture, and fixtures. Parents/guardian may be held responsible for any damage performed by their children.

#### **Possession or Use of**

**Fireworks:** Firecrackers, squibs, smoke bombs, signal lights, or any combustible or explosive substance or combination of substances or articles, which make for the purpose of an audible or visible effect.

#### **Possession or Use of Alcoholic**

**Beverages:** The use, possession or distribution of alcoholic beverages in any form on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity.

#### **Possession or Use of Weapons or Instruments Used**

**as Such:** The act of possessing (in violation of school policy), using or threatening to use any instrument as a weapon capable of inflicting bodily injury. "Weapons or instruments used as such" shall include the

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possession and/or use of any of the following enumerated items, but shall not be limited to, any rifle, gun, switchblade knife, hunting knife, straight razor, nunchakus, chain, lead pipe, metal knuckles, blackjacks, unauthorized tools or any other implement that the school administrative staff reasonably finds could inflict bodily harm.

### **Possession, Use or Distribution of a Controlled Dangerous**

**Substance:** Unlawful possession, use or distribution of any controlled dangerous substance and/or controlled paraphernalia. Students who possess, use or distribute substances represented as or intended to be used as a controlled dangerous substance will be treated by the rules and regulations of the procedures in possession, use or distribution of a controlled dangerous substance even though the substance itself may ultimately be determined not to be a controlled dangerous substance.

- \* POSSESSION of such a substance implies that a student has same on his/her person or with his/her personal property, or has under his/her control such substance by placement of and knowledge of the whereabouts of same on Board of Education property, or other property on which he or she is presently, by virtue of being within the jurisdiction of school authorities.
- \* USE of such a substance implies that a student is reasonably known to have assimilated same (e.g. smoking marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities.
- \* DISTRIBUTION of such a substance implies the transfer of such substance to any other person with or without the exchange of money or other valuables.

### **DISCIPLINARY PROCEDURES FOR GROSS ACTS OF MISBEHAVIOR**

Students alleged to have committed acts of gross misbehavior shall:

1. Be suspended for five (5) school days with possible extension of suspension.
2. Be referred to the local and/or state police.
3. Be referred to the Tioga County Probation Department.
4. Be subject to expulsion.
5. Be required to make restitution in cases of destruction of property or theft.

NOTE: Unmanageable students or those who present a clear and present danger to the safety of themselves or others will be subject to arrest and removal by a law enforcement officer.

Students alleged to have possession or use of weapon or instruments used as such will be subject to disciplinary actions in accordance with Board policy.

Students alleged to have Possession of Alcohol, or Controlled Dangerous Substances or Controlled Paraphernalia will be subject to the following disciplinary actions:

#### 1. Student Users

**FIRST OFFENSE:** Students found using alcohol shall be suspended from school for five days, by authority of the principal, unless other disruptive behavior is associated with such use, in which case they shall be recommended for long-term suspension. Suspended students may not be on school grounds for any activity during the suspension period. Students found using controlled dangerous substances may not participate in any extra-curricular activity for up to six (6) school months following the date of offense. At the time of suspension the student(s)/parent(s)/guardian(s) will be advised to contact an appropriate community alcohol/drug education program or an accredited alcohol/drug treatment program to determine whether further assessment/treatment is needed for the student involved.

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**SECOND OFFENSE:** Expulsion procedures shall be instituted in accordance with this Code, and if the student has been found to have committed a second offense under the provisions of this article, the student shall be expelled, notwithstanding any mitigating circumstances; excepting, however, that the Superintendent may rescind the expulsion if after the student's absence from the school for the length of one full semester the student exhibits documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program. The student may not attend or participate in any extra-curricular activity for six (6) school months following the date of offense.

If a student is readmitted after an expulsion had been rescinded in accordance with the hereabove conditions, and there is a further offense, there shall be no power in the Superintendent to rescind that expulsion.

### 2.Student Possessors

Students having in their possession alcohol/controlled dangerous substances in a small quantity (i.e., quantities typically for individual use) shall be subject to the disciplinary guidelines outlined for **student users**.

Students having in their possession large quantities of alcohol/controlled dangerous substances (i.e., quantities in an amount which could be reasonably inferred to be available for distribution to others, or likely subject to be sought by others, for distribution purposes - e.g., over 30 grams of marijuana) shall be subject to the disciplinary guidelines outlined for **student distributors** below.

### 3.Student Distributors

**FIRST OFFENSE:** Expulsion procedures shall be instituted in accordance with this Code, and, if the student has been found to have committed a first distribution offense under the provisions of this article, the student shall be expelled, not withstanding any mitigating circumstances; excepting, however, that the Superintendent may rescind the expulsion if after the student's absence from school for the length of one full semester the student exhibits documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program.

If a student is readmitted after an expulsion has been rescinded in accordance with the hereabove conditions, and there is a further offense, there shall be no power in the Superintendent to rescind that expulsion.

All students suspended for alcohol/controlled dangerous substance offenses are to be requested to reveal their source of the alcohol/controlled dangerous substance to the principal.

## **NON-SCHOOL ORIGINATING CRIMINAL CHARGES**

Upon confirmation of the existence of a criminal charge or indictment and with the concurrence of the Superintendent, the principal is authorized to request the long-term suspension of any student indicted or charged as an adult with a serious criminal act if there is reason to believe that the presence of such student in the classroom may constitute either a clear and present danger to the student body or a threat exists that the schools' educational environment will be materially disrupted by said student's presence. The long-term suspension, if ultimately implemented in accordance with the procedures stated hereafter in the Code, shall continue until such time as there has been an adjudication on such indictment or charge by a court of competent jurisdiction. For purposes of clarification, "serious criminal act" shall be defined as any act which would be graded as a felony under the Pennsylvania Crimes Code. The Superintendent or his designee may, during the pendency of such suspension, authorize an alternate educational program to be implemented for said student.

## **SUSPENSION AND EXPULSION**

Student's whose misbehavior exhibits a disruptive pattern to the academic process or poses a danger to person or property will be suspended or expelled from school. Expelled students may not attend or participate in any extra curricular activity.

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Suspension exclusion from school for a period from one (1) to five (5) consecutive school days.

Extended Suspension exclusion from school for an additional amount of school days not to exceed a total (suspension and extended suspension together) of ten (10) days.

Suspension may be given by the principal or person in charge of the public school. No student shall be suspended until he/she has been informed of the reasons for suspension and given an opportunity to respond. Prior notice of the extended suspension need not be given when it is clear that the health, safety or welfare of the person and/or the school community is threatened. The parents/guardian and the Superintendent shall be notified immediately in writing when the student is suspended. Students have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board. Students will not be permitted to attend or participate in any extracurricular/after school activities during the suspension period.

Expulsion exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his/her normal class unless it is determined, after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of suspension. In that case, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

### **DUE PROCESS**

#### **Suspension Procedure Requirements**

For out-of-school suspensions not exceeding three (3) days and in-school suspensions not exceeding ten (10) days the following due process requirements are to be observed:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardian and the superintendent are notified immediately in writing.

NOTE: \*There are recurring situations in which prior notice and hearing cannot be insisted upon. Students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school in such cases: the necessary notice and rudimentary hearing will follow as soon as practicable. Determination as to whether a student's presence poses such a continuing danger shall be made by the school administration.

However, in all cases when an infraction of the policies and regulations under which the school is governed occurs that warrants consideration of denying the student the opportunity to participate in the educational program, then these procedures will go into effect.

#### **Suspension Hearing - Four or More Days Out-Of-School**

When a student is suspended from school for more than three (3) days, an informal hearing will be conducted with the student and parent/guardian. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

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The following due process requirements are to be observed in regards to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A student has the right to question any witnesses present at the hearing.
4. A student has the right to speak and produce witnesses on his/her own behalf.
5. The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **Expulsion Hearing**

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student or the student's parent or guardian.
2. Notice of the time and place of the hearing.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The right to representation by counsel.
5. Disclosure of the names of witnesses and the testimony they have made.
6. The right to testify and present witnesses on the student's behalf.
7. The hearing shall be held with all reasonable speed.
8. Recording of the proceedings.
9. A copy of the transcript available at the student's expense..

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

A hearing officer may order removal of a student with a disability to an alternative setting for forty-five (45) days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

### **UNLAWFUL HARASSMENT**

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

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals and vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

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

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conduct:

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

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

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

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

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

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

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

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

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

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

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

### Complaint Procedure – Student/Third Party

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### Step 1 – Reporting

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

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

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

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

### Step 2 – Investigation

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

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

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

### Step 3 – Investigative Report

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

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

### Step 4 - District Action

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

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

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

### Appeal Procedure

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

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response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

### **CORPORAL PUNISHMENT**

The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self defense, and for the protection of persons or property.

### **ATTENDANCE**

The Northern Tioga School District believes that regular attendance is necessary to ensure the continuity of the educational process.

#### **Absences**

Parents and guardians of children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution unless legally excused.

1. Excused absences include:
  - A. Illness.
  - B. Family emergencies.
  - C. Pre-arranged doctor and dentist appointments.
  - D. Authorized school activities.
  
2. Unexcused absences include:
  - A. Absence from school with parent's consent for reasons other than those considered excusable.
  - B. Leaving school during school hours without office permission.
  - C. Truancy, which is defined as absence from school without knowledge or permission of parents or school authorities.

A pupil who has been absent shall complete the work missed. At high school (grades 7-12) any class work missed starting with the 11<sup>th</sup> day cannot be made up and zeros will be given unless a doctor's excuse is received.

After 10 days of absence the administration may require a doctor's excuse. Students will be given a minimum of three days to make up any missed work and failure to turn in a written excuse within three days results in the absence being marked unexcused, and no credit is given for work due or missed during the absence.

In cases where mental or physical disability prevents a student from attending school, a qualified licensed practitioner of the healing arts must certify that the student cannot attend school and whenever possible offer specific recommendations for appropriate alternative placement for the child. Every resource, including private and governmental social and welfare organization, and the Intermediate Unit, should be explored in the efforts to place the child in an appropriate program.

The following attendance regulations will apply to all students:

1. If a student is continually absent or late to school and/or absent for three (3) consecutive days, a doctor's excuse may be demanded for each ensuing absence. Failure to obtain a doctor's excuse will result in the absence being regarded as unexcused. Additionally a First Offense Notice will be sent by the Home and School Visitor listing the days of illegal absences.

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The following attendance regulations will apply to all elementary students:

1. After ten (10) days of absences a meeting will be held with the student, parents/guardian, and school officials to seek resolution to the attendance problem.
2. In the case of continued nonattendance without acceptable reason (s) and when all other counseling fails, a hearing will be held with the student and with parent (s)/guardian and referrals will be made to proper legal authorities until satisfactory arrangements are made for the student's fulfillment of the attendance requirements.
3. Student grades will be negatively affected by excessive absences. Results will be as follows:
  - a. Grades 1-6 Any student missing more than twenty-seven (27) days of school (15% of the school year) will not receive a passing grade. Extenuating circumstances may be taken into consideration.

### Unexcused absences for Students Not Under the Compulsory Attendance Laws

In cases of excessive unexcused absences on the part of students 17 years or older, the parents or guardians shall be notified to appear before the principal and others s/he deems appropriate to seek solution to the attendance problem. Continued willful, unexcused absence constitutes a violation of school rules which may result in the student's not being promoted, not graduating, or losing the right to attend school.

Though kindergarten children are not subject to compulsory attendance laws, in cases of excessive absence, the principal shall inform the parents or guardians of the importance of regular attendance to educational progress and shall seek a solution to the attendance problem if possible.

### Exceptions to Compulsory Attendance

All pupils between the ages of 8 and 17, pursuant to compulsory education laws of Pennsylvania, shall attend school regularly except those excused for the following reasons:

- a. Homebound instruction. Students receiving homebound instruction are considered present. Homebound tutors will be provided for any student provided there is a written recommendation for such instruction, and the diagnosis and prognosis by the family physician. The prognosis shall be stated in terms of the maximum length of time. A notation of such instruction should be placed in the cumulative folder.
- b. Mental or physical disability as diagnosed by a licensed practitioner of the healing arts.
- c. Attendance of a non-public school approved by the State Department of Education.
- d. Regular employment of children in compliance with the child labor laws.

### **Dismissal of Students from School**

No school or grade may be dismissed before regular hour for dismissal except with the approval of the Superintendent of Schools.

No pupil shall be permitted to leave the school during school hours unless upon the personal request of the parent or guardian, or when participating in a school sponsored program with written permission of the parent or guardian.

Since the school is responsible to the parent or legal guardian for the child during the time he/she is in school these rules shall be observed:

1. Students shall be released from school only to their parents or guardians or to persons authorized by the parents or guardians.
2. Permission from parents or legal guardians is necessary for the student to be dismissed to any destination other than the home. A dated record of telephone permissions will be maintained.
3. In case of illness, it shall be determined that a parent or reliable adult is at home before the student is sent home upon the recommendation of the nurse.
4. If any police or court official requests the dismissal of a student during school hours, parents should

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- be notified at once.
5. Requests for released time for dental and medical appointments shall be honored when impossible to arrange on non-school time. A written request from the student's parents is necessary.
  6. Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scout meetings, and similar activities.
  7. Parents desiring to take their children on an educational trip must submit to the administration a description of the educational value to be gained by the student.

### **WEAPONS POLICY**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Weapon** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possessing** – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

### **SPECIAL EDUCATION**

#### The Purpose of Identification Activities

Northern Tioga School District is responsible for educating all children within its jurisdiction as each student is entitled to a free and appropriate public education.

Each student has particular learning needs that can be met in either a regular education class, a special education class or a special school.

#### Special Education Services and Programs

Northern Tioga School District, the Intermediate Unit and neighboring school districts are partners that provide the following services and programs for students needing special education support;

\* Academics - Services for students whose primary need is assistance and/or enrichment with classroom learning.

\*Autistic Support – Services designed primarily for students with developmental disabilities significantly affecting verbal and non-verbal communication and social interactions which adversely affect their educational performance.

\*Multiple Disabilities Support – Services for students whose concomitant impairments result in such severe educational needs that they can not be accommodated in educational program designed solely for one of the impairments.

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- \* Life Skills - Services for students whose primary need is learning independent living skills.
- \* Emotional - Services for students whose primary need is emotional support and structure.
- \* Speech and Language - Services for students with speech and language impairments.
- \* Sensory - Services for students with vision or hearing loss affecting educational performance.
- \* Physical - Services for students who have physical disabilities. Both physical and occupational therapy are provided to enable students to benefit from education programs.

A student's need is determined by an Individual Educational Planning Team based upon the recommendation of a Multidisciplinary Evaluation. Specific criteria is used to determine eligibility for a special service or program.

### The Screening Process

Northern Tioga School District has in place a three level system to locate and identify children who may be eligible for support program.

Level I Screening involves periodic reviews of each student's files and school records. Level II Screening is provided by the school nurse for hearing and vision screenings and speech screenings provided by our speech therapy staff. Level III Screening involves our Instructional Support Team (IST) which, at the elementary level, assists students who are educationally or behaviorally at-risk. This team communicates ways to meet a student's needs through recommended adaptations to be carried out in the student's classrooms. The IST also monitors the student's progress in regular education to determine if successful or if special education services are needed.

The school district provides these services throughout the school year. However, if as a parent, you feel a need to have your child screened for learning problems, possible exceptionalities, or would like to request a psycho-educational evaluation for your child, contact the principal of your child's school.

### Contact People

Contact the following school personnel about...

Evaluations: Coordinator of Student Services

School Policies: Coordinator of Student Services

Your Child's IEP: Teacher or Coordinator of Student Services

Testing: School Psychologist

Student Records: School or District Office

Mr. Timothy Bowers, Superintendent - (814) 258-5642

Mr. Daniel, Coordinator Student Services - (814) 258-5649

Mrs. Morgan Goltry, School Psychologist – (814) 258-5649

Mr. Krista Peterson, School Psychologist – (814) 258-5649

## **Annual Notice To Parents Chapter 15 Protected Handicapped Student**

In compliance with state and federal law, the Northern Tioga School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

### **DRESS CODE**

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### Dress Code Purpose

The Northern Tioga School District considered basic guidelines when determining appropriate school attire. These guidelines include:

1. Modesty
2. Preservation of the Educational Environment
3. Preparation of students for the work environment
4. Safety
5. Health
6. Cleanliness

We believe that the student dress and overall appearance should foster a positive and productive environment as well as reflect pride in one's self as well as in our schools. We further believe that student dress and appearance is a shared responsibility of the home and the school.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which may cause a disruption to the educational setting. In the event the administration determines a student's dress is inappropriate for school in accordance with these guidelines, then the appropriate action will be taken. \*\*\* REFER TO VIOLATION SECTION

### Section I – General

1. At the elementary level, the building principal will designate dates that summer attire may be worn.
2. Clothing which has holes above the knee is prohibited.
3. Under clothing may not be exposed.
4. Transparent clothing may not be worn. This includes mesh and fishnet items.
5. Skin-tight clothing is prohibited.
6. No hats, caps, bandanas, sunglasses, visors, or sweatbands are permitted unless approved for special school days.
7. No sleepwear is permitted unless approved for special school days.

### Section II – Tops

1. Shirts which are revealing may not be worn. Examples include, but are not limited to: tank/spaghetti strap/halter /mesh tops, muscle shirts, sleeveless shirts and see through shirts. Shoulders are to be covered.
2. Tops may not allow the midriff, cleavage, or bare back to be exposed.
3. Outer garments that may be used to conceal, such as trench coats, are not to be worn in school.

### Section III – Pants, Shorts, Skirts, Skorts

1. Pants, shorts, skirts, and skorts must be secured and worn no lower than the hips.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor to a point of being unsafe.
3. All shorts and skirts must touch the bottom of fingerprints with arms fully extended when student is in a standing position.

### Section IV – Footwear

1. Appropriate footwear must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted (i.e. shoes with wheels).
3. Slippers are not permitted unless they support an approved special school day.
4. Sandals and flip-flops are permitted unless prohibited by a specific course.

### Section V – Jewelry

1. Jewelry must not be distracting, disruptive, or unsafe. Unacceptable jewelry includes but is not limited to, dog collars, choker chains, and jewelry with spikes.
2. Chains are not permitted.

### Section VI – Offensive Dress

1. Clothing, patches, buttons, pins, jewelry, belt buckles, back packs are not permitted if they: Have sexually

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suggestive writing or pictures; advocate violence, advertise or promote the use of tobacco, alcohol, or drugs; have double meaning words or obscene language/gestures, are disrespectful in nature.

### Section VII – Health and Hygiene

Any apparel that is judged to be unhealthy or unsanitary is not permitted. This includes clothing and work boots that are heavily soiled and/or gives off a foul odor.

Procedure: Students found in violation of this policy will be sent to the office.

First violation – The student will be supplied with an appropriate article of clothing and will return to class. If the violation is due a non-clothing item, the item in question will be retained in the office until collected by a parent or guardian or sent home with student when deemed appropriate.

Second violation – The student will again be supplied with an appropriate article of clothing and will return to class. If the violation is due a non-clothing item, the item in question will be retained in the office until collected by a parent or guardian or sent home with student when deemed appropriate.

Third violation – The student will again be supplied with an appropriate article of clothing and will receive a day of in-school suspension. If necessary a parent meeting will be arranged. If the violation is due a non-clothing item, the item in question will be retained in the office until collected by a parent or guardian.

## BUSES

### Conduct and Safety Rules for Students

The following conduct and safety rules must be strictly adhered to in order that students may be safely transported to and from school. The privilege of riding the school bus will be revoked if students do not adhere to proper conduct.

1. All bus loading will be done in an orderly fashion with three students being seated to every seat. Students will occupy seats as assigned by the bus driver. Pushing and shoving while loading or unloading will not be allowed.
2. Pupils are not permitted to change their assigned buses unless permission is granted by the Business Manager or Principal. A parental note requesting a bus change must accompany the student on the day the change is to take place.
3. Students will not put books, lunches, and so forth in the aisle or on the seat beside them. These items are to be held on the student's lap.
4. Bus stops are established by the school directors and cannot be changed unless permission is granted by them.
5. Students will not stand or leave seats while the bus is in motion.
6. Pupils should not talk to the driver while the bus is in motion.
7. Conversations between students may be carried on in normal voice tones only. Shouting, screaming and other loud noises on the part of the students will not be tolerated.
8. Fighting, wrestling, or any type of horseplay on the bus will not be tolerated.
9. The use of abusive, foul or obscene language on the bus will not be allowed.
10. Smoking, chewing of tobacco, or drinking on a school bus will not be allowed.
11. Students will comply with the verbal directions given them by the bus driver or any member of the administrative or teaching staff of the school district.
12. The extending of a student's arms, legs or any portion of the body out of a window will not be allowed.
13. Students will not spit or throw trash in or around the bus.
14. Eating on the bus will not be allowed unless it is in conjunction with a field trip and only then if it is supervised by the teacher in charge.
15. Students will not write, mark, or damage in any way the interior or the exterior of the bus. Tampering

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with the bus or its equipment will be reported to the proper law enforcement authorities. Parents are responsible for damages done by their children.

16. No parent or non-school child shall be permitted to ride on a school bus.
17. The bus driver is responsible for the bus and the safety of the passengers. It will be his/her duty to report any misconduct to the building principal. All referrals must be made on the standard Bus Conduct Report in full detail. No student will be removed from the bus unless recommended by the bus driver in writing. The bus driver is in charge of discipline unless a teacher is aboard.

The law requires all bus riders to be seated. If a rider stands, the driver is to pull the bus over and stop.

### Student Citizenship and Safety at the Bus Stop

1. Where there are no sidewalks all students should walk on the left side of the road facing traffic.
2. Pushing, jostling, or tripping fellow students while at the bus stop can cause a very serious accident.
3. Students should leave their homes in sufficient time to arrive at the bus stop a minimum of five (5) minutes before the arrival time.
4. Students should always respect and not cause any damage to private property at the bus stop or on the way to and from the bus stop.
5. If students are required to cross the road at their bus stop they will cross in front of the bus and only after they have received direction from the bus driver.
6. When a bus arrives at a stop, the students will line up and stand back at least three feet from where the bus stops, and load in an orderly fashion.
7. Students should never ask for or accept rides from anyone other than the assigned bus driver.

### Other Considerations

There may be times when you wish your elementary-aged child to go to someone else's home after school. If your child rides a bus, and you wish him/her to get off the bus somewhere other than the normal place, it will be necessary to send written permission telling where you wish the child to go.

There may be other cases in which you wish your child to ride a different bus, or a child who normally walks may wish to go home with a friend who rides a bus. Again, written parental permission will be required and the bus driver will accept such riders only if room is available.

This procedure is designed to help assure the safety of your child.

### **CHILD ABDUCTION TO AND FROM SCHOOL**

1. It is important for parents or guardians to define the term "stranger" to their children. Merely recognizing an individual differs from actually knowing someone.
2. Each child should be taught as early as possible his or her full name, address, and telephone number, including area code.
3. Children should be given opportunities to make local, long distance and collect calls. They also should practice on rotary, push button and pay phones.
4. Parents should familiarize themselves with the route their children take when going to and from school. It is recommended that parents walk the route with children pointing out dangerous areas and places which should be avoided (not explored). In addition, homes or businesses your child can go in case of an emergency should be identified. Children must be urged to use the same route daily.
5. Children should be encouraged to travel with more than one person as often as possible.

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6. Parents may want to discourage children from wearing monogrammed clothing and accessories. Too often children assume a person knows them simply because they are called by their first name.
7. It is vital parents inform children of those few individuals who under certain circumstances may take them from school. The unbreakable rule should be: "We would never under any circumstances send a stranger for our child - - without exception."
8. Children should be taught to make a great deal of noise if approached by a stranger. It is important they not try to hide. Rather, children must make every attempt to reach a home, business, or other people.
9. Prevention cannot be started too early. It must, however, be handled "matter of factly" and simply as another fact of life - another coping skill. Our children need not be inordinately frightened by the idea of abduction.

### **LIBRARY**

The elementary libraries provide a wide selection of books for all grades and reading levels.

All schools have a permanent collection of books, and children have a scheduled library period each week during which they receive instruction in the use of various types of materials available to them. Children may use the library at times other than those assigned provided they have their teacher's permission.

Magazines, pamphlets, pictures and reference books are available also through the library. Children are encouraged to return their materials promptly.

The elementary libraries are open every day.

### **THINGS TO LEAVE HOME**

School is your child's business. Therefore, it is important for him/her to leave at home all those things which would tend to command his/her attention and keep him/her from concentrating on studies. The following are to be left at home:

All pets.

Money other than the exact amount needed.

Knives or other sharp objects.

Guns, toys and marbles except on invitation of the teacher.

Chewing gum, candy, toothpicks, etc.

Younger brother(s), sister(s) or visiting friend(s) or relative(s), except on written invitation of the teacher and approval of the principal.

All unnecessary items will be taken from your child and may be picked up by the parent within two weeks.

### **PICKING UP STUDENTS AT SCHOOL**

Parents must report to the office when picking up your children from school. Teachers have been instructed not to release students. All students will be called to and excused from the office.

This policy is aimed at making sure students always leave the school with the proper authorized adult.

### **LOST AND FOUND**

Each elementary school has a central "Lost and Found." If an item is lost, the student, with the teacher's

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permission, should report to this area to see if it has been turned in. Items found should also be placed in this area.

It would be advantageous if all personal articles were clearly marked with the child's name.

### **LOST OR DAMAGED BOOKS**

Textbooks and workbooks are provided to all students. It is the responsibility of the student to see that such books are properly cared for and returned after their use. The student or his/her parents will be financially responsible for lost or carelessly damaged books.

### **BREAKFAST**

Basic to success for every student is a nutritious start each day. The Northern Tioga School District encourages every child to either eat a healthy, balanced breakfast at home or to participate in the healthy, balanced meal offered through the breakfast program.

### **LUNCH**

A nutritious lunch is served daily in all schools. While students are encouraged to eat this hot lunch, provisions are made for students who wish to carry their lunch.

Within the first several days of the beginning of the term all students will receive an application for a free or reduced priced breakfast and lunch. For anyone wishing to apply, this application is to be promptly completed and returned as indicated in the directions.

Until these returned applications have been processed students will continue with the program as conducted the previous year.

### **MEAL CHARGING PROCEDURES**

1. A La Carte items may not be charged.
2. A student may charge up to three meals. After that the student will be issued a Replacement Meal consisting of a peanut butter sandwich, milk, and fruit. Written notice will be sent to the parent informing of the need to provide money or a packed lunch for the child
3. Upon approaching a deficit of three meals a Low Cash Letter will be sent informing the parent that the child will not be allowed to charge any further amount.
4. High school students may only receive three Replacement Meals per year.
5. Elementary students and disabled students who exceed three Replacement Meals will continue to be provided such Replacement Meals.
6. A student may not charge a second meal on the same day.
7. Snack foods may not be purchased when a student owes on an account. (Milk is not a snack.)
8. A La Carte items may not be purchased when a student is charging a meal.
9. Students owing money and reporting to school with money to pay for the current day may pay the current day.

### **TELEPHONE**

Elementary students shall be allowed to use the telephone only in cases of emergency.

### **ELECTRONIC DEVICES/PERSONAL PROPERTY**

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless otherwise specified in this policy.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP) or Protected Handicap Service Agreement.

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.

Electronic devices are prohibited in restricted access areas and areas where personal privacy is expected (i.e., locker rooms, restrooms).

The transmission of unauthorized or confidential information is restricted through electronic devices.

#### Cellular Telephones

Students may have cellular phones in their possession at school, but they must be turned off and kept in their locker during the school day.

Students may not use their cell phone in the school building during normal school hours.

If a student carries a cell phone, it is restricted to personal use before or after school, as defined by the student handbook.

The privilege of possessing a cell phone on school property may be revoked if the phone becomes a disruption to the learning environment or the student misuses the cell phone during the school day.

Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or his/her designee.

#### Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.

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2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

### Laptop Computers And Other Personal Electronic Devices

Laptop computers, personal digital assistants (PDAs) and other personal electronic devices brought to school shall be restricted to classroom or instructional-related activities with professional educator or principal's permission. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers, PDAs and other personal electronic devices.

### **TRANSFERS**

Parents of pupils moving from the district schools should notify their classroom teacher at least three days prior to the transfer. On the last day of attendance the pupil will be given any necessary transfer information.

Test data and other information maintained by the school will be mailed to the pupil's new school when a request is received from the school to which the pupil is transferred.

### **RECESS**

Weather permitting, outdoor recesses are provided for all elementary aged students. Unless there are extenuating circumstances, all students will be required to participate in these recesses. Parents requesting their child not participate in outdoor recesses must submit a written request, and such request may be for medical purposes only.

### **INTEGRATED PEST MANAGEMENT**

The Northern Tioga School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, custodial, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. If you would like to be on this registry, respond in writing to the Superintendent's Office, Northern Tioga School District, 117 Coates Avenue, Elkland, PA 16920.