



2023-2024

SENIOR HIGH

&

MIDDLE SCHOOL

STUDENT HANDBOOK

LEGAL NOTICE

Northwest Area School District, an Equal Opportunity Employer, will not discriminate in employment, in its program admission policy, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran of the Vietnam era, and is in compliance with the following nondiscriminatory laws, Title IV Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Act of 1963 as amended, Executive Order 11246 as amended, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 504 of the Rehabilitation Act of 1973 as amended. If any individual or group of individuals believes that a contradiction of the preceding laws exists, those individuals can contact the school district Title IX and or Section 504 compliance officer and initiate the grievance procedure. This policy of discrimination extends to all other legally protected classifications. Publication of this document is in accordance with the State and Federal Laws including Title IX of the Education Amendments of 1972, Sec. 504 of the Civil Rights Act of 1964. We further affirm that all curriculum offerings are without discrimination based on sex, race, religion, national origin, ancestry or non-job related handicaps or disabilities. Inquiries should be forwarded to the Northwest Area School District Principal's Office who is the school's Title IX and Sec. 505 compliance officer (570) 542-4126.

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Northwest Area 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.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Ms. Mary Agnes Kratz at 542-4126 extension 5012.

Notification of Rights under FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-46-05

ALMA MATER

Words and Music by Mrs. Mary Matthews

Of all the schools in all the world,
we honor Northwest High,
It is our Alma Mater,
for young and old a precious tie,
For hopes to come and joys that have been,
how high her colors fly.
We stand together—hands on hearts—
God bless you, Northwest High.

Dear Northwest High, there'll always be
a place within our hearts,
A place of loving mem'ries—
of all the things you've had a part,
For lessons done, for battles we've won,
beneath your gold and blue,
Our Alma Mater evermore—
our praise we sing to you.

NORTHWEST SENIOR HIGH AND MIDDLE SCHOOL CREST



The Shield in the center of the crest is symbolic of Protection and Faith.
The Lamp at the top of the shield signifies Wisdom and Knowledge.
The Torch and Atomic Symbol in the shield represent Liberty, Life and Light.
The Musket and Coonskin Cap represent the school Mascot "Rangers".
The Winged Foot signifies Speed and Athletic Skill.
The Mountains and Sunburst in the shield represent the Allegheny Mountains.
Ivy Leaves on either side of the shield denote Remembrance.
The Ribbon at the bottom of the shield is symbolic of Unity and School Spirit and accommodates the school name "Northwest Area".

MISSION STATEMENT

Northwest Area Learning Community Mission...

In collaboration with family and community partners, the Northwest Area School District provides a continuum of services that support all students to realize their fullest potential through academically rigorous and relevant programs of study.

Vision:

All students will participate in a technologically infused academic environment which fosters life, college, and career readiness demonstrating responsibility, productivity, and independence while navigating within a culturally and globally diverse society.

CORE BELIEFS

We believe that student success is achieved by:

- Encouraging life-long learning
- Promoting effective communication
- Cultivating professional development opportunities
- Stimulating critical thinking skills
- Fostering character development
- Setting challenging academic expectations
- Providing a healthy social and emotional environment

CREDITED COURSES

Northwest Area Senior High and Middle School provides a range of courses that enable students to attain academic standards. Credited courses consist of at least the following elements:

1. Credits will be aligned with post-secondary goals to be completed by all students prior to graduation.
2. Content, including materials and activities, and estimated instructional time to be devoted to achieving the academic standards. Credited courses, instructional units, or interdisciplinary studies of varying lengths of time may be taught.
3. The relationship between the credits, instructional unit or interdisciplinary studies and academic standards specified under Section 4.12 (relating to academic standards) and to those determined in the school district's (including charter schools) or AVTS's comprehensive plan under Section 4.13 (relating to comprehensive plans).

SCHOOL PROFILE

The Northwest Area School District is a small, rural district located in Shickshinny, Luzerne County, approximately 16 miles southwest of Wilkes-Barre, Pa. The district has been in existence since 1955 when several smaller schools combined to form Northwest Area. Northwest Area Senior High and Middle School is a comprehensive high school consisting of grades 7-12 with approximately 500 students. There are two elementary schools; the Primary School, located in Huntington Mills and the Intermediate School, located in Hunlock Creek. Northwest Area Senior High and Middle School has 43 certified staff members.

ACADEMIC PROGRAM

Students are required to complete appropriate credits for graduation. Select seniors are permitted to enroll in a local college while still attending Northwest Area High School. They are permitted to take a maximum of 2 college courses per semester and must attend college both semesters. These courses are listed on their high school transcript and noted as "Col" following the name of the course (Eng. Comp. Col). The colleges have provided conversion tables for their grading systems. Credit is given toward graduation requirements for these courses.

NORTHWEST AREA SCHOOL DISTRICT BOARD OF EDUCATION

Marvin LeValley.....	President	
Clement Benson	Vice-President	
Peter Lanza.....	Secretary	
Atty. Angela Evans.....	Solicitor	
Edward Beleski	Dr. Edward Brunn	Ryan Sutliff
Tara Biller	Jeffrey Pierontoni	Dr. Jennifer Yarnell

ADMINISTRATION

Joseph F. Long Jr.	Superintendent of Schools
Ryan Miner	Secondary Principal
Matthew Mills.....	Secondary Assistant Principal/Athletic Director
Mary Agnes Kratz.....	Acting Director of Special Education
Daniel Yarnell	Elementary Principal
Kristy Straub.....	Business Manager
Adam Sorber	Transportation and Technology Director
Barry Shoemaker.....	Facilities Manager
Jessica Hurst.....	Superintendent's Secretary
Audrey Ziegler	Executive High School Secretary

NORTHWEST SENIOR HIGH AND MIDDLE SCHOOL FACULTY

Anderson, Marrissa	Special Education
Barchik, Brian	Social Studies
Begliomini, Toni.....	Language Arts
Belanger, Mikki	World Language/Spanish
Bloom, Andrew	Mathematics/Physics
Boberick, Shani.....	Chairperson, Pupil Services Dept.
Brubaker, Karen	Mathematics
Cooke, Lisa	Chairperson, Educational Support Services Dept.
Coombe, Casey	Special Education
Culver, Todd	Chairperson, Mathematics
DeFinnis, Samuel.....	Chairperson, Career and Technology Education Dept.
DeFine, Daniel	Chairperson, Social Studies
DuMond, Terri	Wellness/Physical Education
Finch, Richard.....	Language Arts
Gasper, Lisa	Guidance
Glahn, Bryan.....	Social Studies
Glahn, Jennifer	Reading/Language Arts
Hanadel, Andrew	Science
Healey, Kelly	Speech Therapist
Henderson, Gareth	Business Education
Herbert, Mary	Life Skills
Hines, Heath.....	Science
Hizny, Joseph.....	Science
Kerr, Jessica	Emotional Support
Kreidler, Desiree	Special Education
Lukashefski, Zachary	Chairperson, Science and Technology Dept.
Lukowski, Wendy	Family and Consumer Science
MacDougall, Karen.....	Mathematics
Malacari, Lauren	Occupational Therapist
Malacari, Vito.....	Social Studies
Martin, James	Special Education
May, Jason.....	Mathematics
Minnick, Lurena.....	Social Studies

Mistysyn, Sidney Special Education
Mondell, Jaclyn..... School Psychologist
Morris, Desiree Language Arts
Phillips, Roy Chairperson, Wellness, Physical Education and Safety Dept.
Quinn, Scott Chairperson, Fine Arts Dept./Band Director
Richardson, Crystal..... Language Arts
Shiptoski, Carmela..... Chairperson, Health Services, Certified School Nurse
Stackhouse, Atchley Vocational Agriculture
Swiatek, Peter Science
Vasey, Wendy Language Arts
TBA Art

OFFICE STAFF

Maria Hoeffner Child Accounting/PIMS Coordinator
Paula Housenick Assistant Principal's Secretary
Connie Johnson High School Office Secretary
Vanessa Martin Administrative Assistant
Jennifer Masakowski Guidance Secretary
TBA Accounts Payable & Purchasing/Bookkeeper

SPECIAL NEEDS AIDES

Ashley Cragle	Lee-Ann Huffman	Ann Yarnell
Britanya Hays	Casey Kopco	Samantha Yaron
Stacy Hinkley	Debra Sirak	

CUSTODIAL/MAINTENANCE STAFF

Steven Cilino	Deborah Harris	Cindy Winter
Michael Cope	Becky Hoyt	Yoon Yang

SHIPPING AND RECEIVING

Robert Balliet

CAFETERIA STAFF

Deanna Yonki..... The Nutrition Group
Robin Williams..... Cafeteria Manager
Dorothy Derby
Denise Farver

COMPUTER TECH

William Lesho

SCHOOL SECURITY OFFICER

Matt Patterson

NORTHWEST AREA SCHOOL DISTRICT

2023-2024 School Calendar

JULY

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

Mo	Tu	We	Th	Fr
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

First Day of School
August 28, 2023

Act-80 Days (1/2 day, early dismissal)

September 29, 2023

November 15, 2023

January 12, 2024

April 12, 2024

May 24, 2024

Full Act-80

May 3, 2024

Teacher In-Service Days (No School for Students)

August 23, 2023 October 13, 2023 June 4, 2024

August 24, 2023 March 15, 2024

Local School District Holidays

Labor Day.....September 4, 2023

Thanksgiving.....Nov. 23-Nov. 27, 2023

Winter Recess.....Dec. 23-Jan. 1, 2024

Martin Luther King Day...January 15, 2024

Presidents' Day.....February 19, 2024

Spring Recess.....March 29-April 5, 2024

Memorial Day.....May 27, 2024

PSSA Testing Windows

ELA April 22-26, 2024

Math April 29- May 3, 2024

Science May 6-10, 2024

AP Exams

May 6, 2024 – Government May 15, 2024 – Comp. Sci. Prin.

May 8, 2024 – Computer Science A May 16, 2024 – Biology

May 13, 2024 – Calculus AB

Keystone Exams

December 4-15, 2023 January 3-17, 2024, May 13-24, 2024

Meet the Teachers Nights

Primary SchoolAugust 24, 2023 6-8PM

Intermediate School.....August 24, 2023 5-7PM

Middle/High School..... August 24, 2023 6-8PM

Marking Period Ending Dates

October 31, 2023 March 21, 2024

January 16, 2024 June 3, 2024

Potential Snow Make-Up Days

January 15, 2024 February 19, 2024

April 1-5, 2024 June 4-7, 2024

Tentative Graduation / Last Day of School
June 3, 2024

School Day Start & Dismissal Times

Secondary: 7:40 AM – 2:28 PM Early dismissal @ 12:09 PM (Last day dismissal-11:00 AM)

Elementary: 8:40 AM – 3:28 PM Early dismissal @ 1:09 PM (Last day dismissal-12:00 PM)

Legend:

First/Last day of School

Early Dismissal

Local Holidays

Act 80 day: full day

Act 80 days: half-day...

Teacher In-Service

End of Marking Period

JANUARY

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

Mo	Tu	We	Th	Fr
4	5	6	7	
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Final Draft June 2023

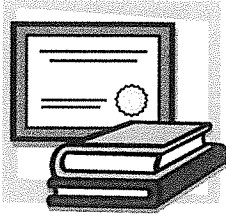


TABLE OF CONTENTS

I.	ACADEMIC PROGRAMS.....	8
II.	STUDENT SERVICES.....	24
III.	STUDENT PARTICIPATION	32
IV.	GENERAL INFORMATION.....	40
V.	ATTENDANCE	45
VI.	STUDENT RESPONSIBILITIES.....	78
VII.	DISCIPLINE PROCEDURES, POLICIES & GUIDELINES.....	84
VIII.	NORTHWEST AREA SCHOOL DISTRICT POLICIES	98
IX.	NORTHWEST SR. HIGH & MIDDLE SCHOOL PROCEDURES.....	114

SECTION I: ACADEMIC PROGRAMS

• COURSE REQUIREMENTS	
❖ <i>Course Selection Information</i>	9
❖ <i>Career Planning</i>	9
❖ <i>Work Study</i>	9
❖ <i>Gifted Course Selections</i>	9
❖ <i>Dual Enrollment/Young Scholars Program</i>	10
❖ <i>Northwest Area On-Line Learning</i>	10
• REPORT CARDS	10
• PROGRESS REPORTS	10
• GRADING	10
• GRADUATION REQUIREMENTS	10
• Act 158 PATHWAYS TO MEET INT GRADUATION REQUIREMENTS	11
• GENERAL PROMOTION INFORMATION	11
• HONOR ROLL	12
• INCOMPLETE GRADE (I)	12
• FAILING GRADE	12
• SUMMER SCHOOL (CREDIT RECOVERY PROGRAM)	12
• HOMEBOUND INSTRUCTION	13
• CAREER CLUSTERS	15
❖ 16 Career Clusters and Pathways	15
• WEST SIDE CAREER & TECHNICAL SCHOOL	16-18
• NATIONAL HONOR SOCIETY	19
• HOMEWORK	20
• SPECIAL EDUCATION	20-21
❖ SPECIAL EDUCATION IDENTIFICATION	
❖ SERVICES AND PROGRAMS AVAILABLE	
❖ ANNUAL NOTICE OF GIFTED SUPPORT SERVICES	
• MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM	21-23
• CONFIDENTIALITY	23

COURSE SELECTION INFORMATION

- Course selection books are provided in the spring for all students grades 7-11, which outline available classes for the following school year.
- Students should discuss their proposed course selection with their parents or guardian and be prepared to meet with a counselor. Be certain you have the necessary prerequisites before selecting a course.
- A counselor will prepare a course selection form for students who do not submit a completed and properly signed form by the prescribed date.
- Students should select their electives with care. A student expecting to further his/her education should plan his/her courses so that he/she has the necessary skills for transition into post-secondary life.
- College entrance requirements for specific college majors vary greatly from one institution to another. Students and parents are reminded that most college entrance requirements are based on all four grades of high school. Credits outlined by the college catalogues are the minimum requirements for entrance. Students should pursue a well-rounded college preparatory curriculum, which will prepare them to complete college level work successfully.
- Suggested grade levels are marked with each course to help you in selecting your program.
- Once a student begins a course that he/she scheduled, district practice requires the student to remain in that course for the entire school year, regardless of the student's performance.
- Your course selection is one of the most important tasks that you and your counselor accomplish together. Consider with care the many courses listed in this guide. Your counselor will do everything possible to help you select the most appropriate program of studies for the next academic year. This guide has been designed to meet the needs of all students. Read it carefully as you select your courses for next year. If you or your parents have any questions about your selections, please see your counselor.
- Any student wishing to pursue athletic eligibility at the Division I or Division II level should refer to the Course Selection Guide for eligibility requirements and work closely with the Guidance Department for eligibility.

CAREER PLANNING

The Pennsylvania Department of Education's Every Student Succeeds Act mandates that all PA public schools define and implement school reform strategies in order to substantially redefine rigorous core curriculum which is aligned with postsecondary demands, so that learners are prepared for a competitive workforce and global economy. This curriculum spans a student's 7-12 grade experience and encompasses a variety of career-oriented learning opportunities such as ASVAB, Junior Achievement, Finance Park, and culminates with a Career portfolio.

WORK STUDY PROGRAM

The Northwest Area High School offers to any interested twelfth grade student an opportunity to participate in the Cooperative-diversified Program commonly known as "Work Study". A student who participates in this program spends a minimum of five periods a day in the classroom at Northwest Area High School and at least four hours a day on the "job". The hours of employment must take place while school is in session. The student's schedule is altered to allow the student to obtain the required subjects for graduation. Law requires completed working papers and proof of workman's compensation before any action is initiated. This program is under the direct supervision of a certified cooperative education coordinator/instructor from the West Side Area Vocational Technical High School. Interested students are to obtain applications from the Guidance Office. All Work Study students **must** sign out in the office each day--**not before the end of 5th period**. Work Study students must also attend a weekly class on Mondays at the WSAVTS starting in October.

GIFTED COURSE SELECTIONS

Gifted opportunities are arranged with the guidance counselors where a prescribed outcome is determined on an individual basis

NORTHWEST AREA DUAL ENROLLMENT/YOUNG SCHOLARS PROGRAM

Young Scholars provides qualified juniors and seniors the opportunity to take college courses during the school day and after school at the Northwest High School.

The following are the criteria for the Northwest Area Young Scholars Program:

- SAT score of 500 Critical Reading, 500 Writing and 500 Math (depending on course selection)
- Recommended cumulative grade point average of 90 or above
- No more than 15 absences during the previous school year
- Recommendation from Guidance Counselor

Northwest Area On-Line Learning

The Northwest Area School District provides students with the opportunity to engage in internet based instruction for the purpose of enrichment and/or satisfying a graduation requirement when a scheduling conflict does not allow a student to enroll in a course offered at the High School. Northwest Area Offers the Northwest Virtual Academy for students K-12 as an alternative option to traditional brick and mortar schooling.

REPORT CARDS

Reports cards are issued four (4) times per school year. They include grades earned in each subject, teachers' comments, and daily absences. Report cards will be distributed directly to the students except for the fourth (4th) marking period, at which time they will be mailed home.

**** Report cards will be available for pick-up in the high school office for any student that has outstanding fees, books, equipment, etc.**

PROGRESS REPORTS

Progress Reports are issued four (4) times per school year at the halfway mark of each quarter. The reports are generated to provide parents the opportunity to monitor their student's progress. The Northwest Area School District also maintains up to date student grades which can be accessed via the Parent Portal System in CSIU. Parent conferences may be scheduled to discuss student progress through the Guidance Department.

GRADING

The Northwest Area School District believes that every student should be provided as many opportunities as possible to demonstrate achievement each marking period both through formal and informal assessments. These assessments are what collectively contribute to the formation of a grade for each individual student.

Assessments should be made in multiple formats and may include homework, test, quizzes, class work, center work, lab work, final exams, project completion, paper and pencil activities, notebooks, portfolios, participation, and verbal presentations.

GRADUATION REQUIREMENTS (GRADES 9-12)

The following areas are required by the Northwest Area School District Board of Education as prescribed by Pennsylvania Department of Education Chapter 4 Regulations:

- (4) Language Arts
- (4) Mathematics
- (4) Science and Technology
- (4) Social Studies
- (2) Wellness, Physical Education, and Safety **
- (1) Arts and Humanities
- (1) Computer Technology and Education
- (.5) Family and Consumer Science
- (4) Electives

Other Credited Courses available but not required by Chapter 4 and PA Department of Education Regulations:

*Business Education
Vocational-Technical Education*

*Natural Resource Management
Agriculture Production*

ACT 158 Pathways to Meeting Graduation Requirements

Act 158 of 2018 provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements. This toolkit is designed to provide guidance as a result of the enactments of Act 158 and Act 6 of 2017 (Act 6), which established alternative pathways to meeting statewide graduation requirements for students who are Career and Technical Education (CTE) concentrators.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

Pathways

For students graduating in 2023 and beyond, five pathways exist for meeting state high school graduation requirements:

- Keystone Proficiency
- Keystone Composite
- Career and Technical Education (CTE) Concentrator
- Alternative Assessment
- Evidence-Based

Students with Disabilities

Any student with a disability who satisfactorily completes a special education program developed by an individualized education program team under the Individuals with Disabilities Education Act and 22 Pa. Code Ch. 14 (relating to special education services and programs) that does not otherwise meet the requirements of Act 158 or Act 6 shall be granted and issued a regular high school diploma by the student's LEA. Note: Students who graduate in this manner are not considered to have been granted waivers under Act 158.

For further information on the criteria for the individual pathways, please follow this link: <https://www.pdesas.org/Page/Viewer/ViewPage/55/>

GENERAL PROMOTION INFORMATION

- All students must successfully meet specific grade level requirements in order to be promoted to the next grade level or graduate.
- Students who fail a course may retake the course the following year, attend summer school classes or arrange alternative completion of the course with the building administrator.
- To receive a diploma after four (4) years of attendance; students must satisfy all graduation requirements.
- Students are moved to their next grade but graduation is based on the completion of the required course credits. Seniors without adequate credits will remain seniors and not graduate until credits are successfully met.
- Seniors not completing all graduation requirements may appeal to the faculty curriculum committee, which will be co-chaired by the superintendent and high school principal. This committee may approve or disapprove the appeal.
- Any additional requirements mandated by the Pennsylvania Department of Education will be included as needed, and graduation requirements revised to include the mandated standards. Graduation requirements may be revised by local school board action.
- Any credited course can be considered an elective when the minimum requirements are met for graduation.

- Students are responsible to know and to meet all Northwest School District graduation requirements.
- Seniors not completing all graduation requirements will not be permitted to walk in the graduation ceremony. They will receive their diploma after the successful completion of summer school when they have satisfied all graduation requirements.

Other ways to demonstrate the attainment of standards are as follows:

- **Completing standards in summer school**
- **Meeting standards in pre-approved college courses**
- **Meeting the goals of an Individualized Education Program**
- **Evaluating standards completion for a student involved in a foreign exchange program**
- **Vocational Education students will follow the expectation set by the Vocational Educational school they attend**

HONOR ROLL

The requirements a student must achieve in order to be considered an Honor Student each marking period and at the end of the year are as follows:

- **Principal Honors**..... Grades of 98 - 100
- **High Honors** Grades of 95 – 97.9
- **Honors** Grades of 90 - 94.9

THE "I" GRADE

A student must meet all course requirements in order to receive credit for that course. The second marking period grade of each semester reflects the student's progress in meeting all of those outcomes.

The **"I" or incomplete** on a report indicates the student has not completed work for a grade and the teacher or administration has granted an extension for the work to be completed. Any work that needs to be completed as a class assignment needs to be handed in within two weeks after the "I" has been issued. If the work has not been handed in the student will be given a "0" for the assignment, and it will be calculated into the current grade average. **An "I" will not be given the last quarter of the school year.** Only the building administrator, for medical reasons or extenuating circumstances, can extend an incomplete. An "I" grade will be given only to a student who does not meet the course outcomes and who has shown continuous progress throughout the course. A student with an "I" grade must have the following:

- Attended class regularly
- Made an effort to complete assignments on time
- Shown appropriate preparation for tests and completed homework and guided practice on a regular basis
- Actively participated in class

FAILING GRADES

Any 7th or 8th grade student receiving two or more failing grades in core courses must repeat the entire grade the following school year. If a student receives a failing grade in one core course, the course may be retaken the following school year (placing the student behind one year in that course) or the student may participate in a credit recovery program.

Any 9th, 10th, or 11th grade student receiving a failing grade may retake the course the following school year or attend summer school. The student's minimum average grade must be a 60 to participate in a credit recovery program.

SUMMER SCHOOL (CREDIT RECOVERY PROGRAMS)

Credit recovery classes are available through the Northwest Area School District. **Students must have a minimum average grade of 60 to be eligible for a credit recovery program.** The principal may grant exceptions to the minimum grade of 60. Students will be permitted to attend a maximum of three (3) summer school courses. Successful completion of a credit recovery program depends

on student attendance and successful class work. If a student does not complete the credit recovery assignment successfully he/ she will need to repeat the class he/she failed during the subsequent school year. Students are responsible for all costs associated with Summer School.

**** The passing grade for all credit recovery courses is 70% for the permanent record.**

HOMEBOUND INSTRUCTION

Homebound instruction is designed to assist students in remaining current with their course requirements by providing them with teacher assistance in their homes. Homebound Instruction is designed for periods of short duration, and for students who expect to return to school in no more than 30 (thirty) days.

The Northwest Area School District will provide homebound instruction for those students who qualify for such services. Students who are unable to attend school for a period of two (2) weeks or more because of a physical or psychological illness as determined by a physician, CRNP, Physician's Assistant, or Psychiatrist, qualify for services. Pregnancy, in the absence of medically certified complications, is not a handicap. The committee has the option of requiring a second medical or psychiatric evaluation as deemed necessary. The cost of all examinations is the responsibility of the parent/guardian of the student requesting homebound services. The District Superintendent shall develop administrative regulations to implement the board policy on homebound instruction.

Procedure:

- Applications for homebound services may be obtained from the Guidance Office.
- These forms must be completed and returned to the building principal's office for review.
- When the application is completed, the Homebound Instruction Review Committee, consisting of the building principal, school nurse, school counselor and superintendent shall make a determination if the student is eligible for homebound instruction for a specific period of time.
- If the parent/guardian requests to extend homebound instruction beyond 30 days, the application must be re-submitted for approval by the medical provider assessing changes in the student's condition and a re-evaluation of the anticipated time of recovery.
- The Homebound Instruction Review Committee will determine if homebound instruction is to be continued.
- Documentation from the medical provider approving the student's return to school is to be presented to the Guidance Department at the conclusion of the specified homebound term.
- Students whose homebound instruction has expired and who do not provide the medical provider's documented approval to return to school are considered illegally unexcused/absent until such paperwork is completed.

GENERAL HOMEBOUND INFORMATION

- The Superintendent or his/her designee will assign a homebound instructor. The school district will provide up to five (5) hours per week of instruction.
- The building principal, guidance team, and classroom teachers will meet to inform the homebound instructor of the student's academic status. The Special Education Supervisor or designee will attend the initial meeting when special education students are involved.
- As of the first day of homebound instruction, and throughout the approved term, the classroom teacher will not mark the student absent. The classroom teacher will be responsible to supply the homebound instructor with all class materials and grade the student's work when a student is on homebound instruction. All completed work will be returned to the appropriate classroom instructor on or before due dates assigned by the classroom instructor. The classroom instructor will evaluate all coursework and record the appropriate grade.
- Any tests developed will be received from the classroom instructor. The homebound instructor will administer the tests and return them to the classroom instructor for evaluation.
- Homebound students cannot be issued working papers and cannot be employed while on homebound instruction. Services will be immediately discontinued if the homebound student is working.
- Time sheets completed by the instructor are required to have a signature from the parent or guardian for each visit.

- Instructors will be chosen by the Superintendent or his/her designee sequentially according to the following criteria:

Area of certification

Seniority

Status as a full-time teacher

A part-time teacher for the district

Any other certified teacher

- The teacher, subject availability, must be contracted by the school district as a full or part-time teacher, or board approved substitute teacher. If instructors who are qualified to provide this service cannot be found via the usual channels, the Northwest Area School District will be unable to provide homebound instruction. In this instance, classroom assignments will be sent home and are to be returned by mail at specified dates. Tests will be administered when appropriate supervision is available.

CAREER CLUSTERS

Technological advances and global competition have transformed the nature of work. Tomorrow's jobs will require more knowledge, better skills, and more flexible workers than ever before. Tomorrow's workers must be prepared to change jobs and careers several times, continually updating their knowledge and skills. To prepare today's students for tomorrow, schools are working to help students achieve in challenging subjects. One key approach to this goal is to provide students with relevant contexts for learning. Career clusters link what students learn in school with the knowledge and skills they need for success in college and careers. Career clusters identify pathways from secondary school to two- and four-year colleges, graduate school, and the workplace, so students can learn in school and what they can do in the future. This connection to future goals motivates students to work harder and enroll in more rigorous courses.

SIXTEEN CAREER CLUSTERS AND THEIR PATHWAYS

Northwest Area School District encourages students to begin exploring future options as soon as possible. A great place to start is at www.careertech.org.



Agriculture, Food & Natural Resources

Food Products and Processing Systems
Plant Systems
Animal Systems
Power, Structural & Technical Systems
Natural Resources Systems
Environmental Service Systems
Agribusiness Systems



Architecture & Construction

Design/Pre-Construction
Construction
Maintenance/Operations



Arts, Audio/Video Technology & Communications

Audio and Video Technology and Film
Printing Technology
Visual Arts
Performing Arts
Journalism and Broadcasting
Telecommunications



Business, Management & Administration

Management
Business Financial Management &
Accounting
Human Resources
Business Analysis
Marketing
Administrative & Information Support



Education & Training

Administration and Administrative Support
Professional Support Services
Teaching/Training



Finance

Financial & Investment Planning
Business Financial Management
Banking & Related Services
Insurance Services



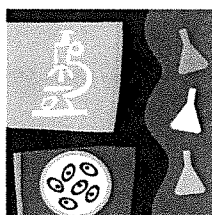
Government & Public Administration

Governance
National Security
Foreign Service
Planning
Revenue and Taxation
Regulation
Public Management and Administration



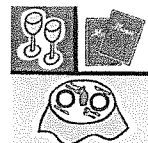
Health Science

Therapeutic Services
Diagnostic Services
Health Informatics
Support Services
Biotechnology Research and Development



Hospitality & Tourism

Restaurants and Food/Beverage Services
Lodging
Travel & Tourism
Recreation, Amusements & Attractions



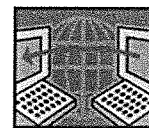
Human Services

Early Childhood Development & Services
Counseling & Mental Health Services
Family & Community Services
Personal Care Services
Consumer Services



Information Technology

Network Systems
Information Support and Services
Interactive Media
Programming and Software Development



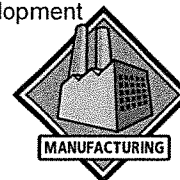
Law, Public Safety, Corrections & Security

Correction Services
Emergency and Fire Management
Services
Security & Protective Services
Law Enforcement Services
Legal Services



Manufacturing

Production
Manufacturing Production Process Development
Maintenance, Installation & Repair
Quality Assurance
Logistics & Inventory Control
Health, Safety and Environmental
Assurance



Marketing, Sales & Service

Management and Entrepreneurship
Professional Sales and Marketing
Buying and Merchandising
Marketing Communications and Promotion
Marketing Information Management
and Research
Distribution and Logistics
E-Marketing



Science, Technology, Engineering & Mathematics

Engineering and Technology
Science and Math



Transportation, Distribution & Logistics

Transportation Operations
Logistics Planning and Management
Services
Warehousing and Distribution Center
Operations
Facility and Mobile Equipment Maintenance
Transportation
Systems/Infrastructure Planning,
Management and Regulation
Health, Safety and
Environmental Management
Sales and Service



WEST SIDE AREA CAREER AND TECHNOLOGY CENTER

- There is no additional tuition charge to the parents of students who attend the WSCTC and transportation is furnished for the students at no additional cost.
- Annually, the Northwest Area counselors provide in-class orientation for 8th grade students.
- Students who complete the offered program graduate from the WSCTC. Graduation requirements leading to the awarding of a high school diploma are as prescribed by the Department of Education for all high schools in the Commonwealth of Pennsylvania and credits at WSCTC are transferable to other high schools and may be used for college admission.
- ***The deadline for enrollment and transfer is the 15th day of school.*** Applications for enrollment are available from the Guidance Office in early February. As certain courses have more applicants than the pupil capacity of the physical facilities, prompt return of the completed application is suggested.

The West Side Career and Technology Center is a full-time comprehensive technology school serving students in grades 9 through 12 from member districts. A complete academic curriculum compliments the 15 career-technical programs that lead to immediate career or college admission. Our integrated competency-based curriculum provides a quality educational community in which students will learn academic, career, technical, and soft skills necessary to prepare them to be contributing members of our society, skilled members of the workforce* and responsible life-long learners prepare to meet the challenges of the 21st century.

As part of the admission process, we invite students and their families to tour the facility while school is in session. In addition, we highly encourage students to schedule a Shadow Day to meet our students and participate in daily CTE program activities. This allows students to experience one or more programs to determine first-hand if a program is a good fit for their future goals. This allows

Visit our website at www.wsctc.net or your guidance office to obtain an application to enroll. In order to be considered* students must complete sufficient credits to be promoted to ninth grade. Students are not guaranteed their first career choice. The acceptance and placement process will be determined by, but not limited to, program availability, credit requirements, attendance, academic involvement, grades, and behavioral infractions and standardized test results.

In addition to offering hands-on technology that prepare students for immediate employment, WSCTC provides other opportunities for students to grow and develop. Our academic courses prepare students for college admission, and our Early College program allows students to earn college credit during school hours or as part of after school offerings. Each CTE program also offers industry recognized credentials for students who qualify and co-curricular activities that are career related. Students may also participate in sports at the sending district.

Part-Time Program

Students may be eligible for part-time enrollment at West Side CTC. Students attend their home school for their academic classes and report to West Side CTC for career and technical training. Admission to this program is limited and a consultation with both schools is necessary to review academic standards and credits.

Students Occupationally and Academically Ready (SOAR)

The PA Department of Education supports career and technical education students aligning their CTE courses to a college program in order to complete a degree, diploma or certificate. Information about earning advanced credits and statewide articulations can be viewed at www.collegetransfer.net.

Diversified Occupations

Cooperative Education is a structured method of instruction for qualified seniors combining school-based classroom learning with productive work-based learning at a training site in

business and industry in an occupation matching the student learner's academic and career objective. Cooperative Education is a partnership among students, parents/guardians, educational institutions, and employers with specified responsibilities for each part.

Career and Technical Programs offered at West Side CTC

Auto Body Collision Repair Technology
Automotive Technology
Business Marketing
Carpentry
Computer Information Systems/Programming
Computer Networking and Maintenance
Cosmetology (10th through 12th)
Culinary Arts
Early Childhood Education
Electrical Technology
Health Related Technology
H.V.A.C.
Law Enforcement/Police Science
Machine Tool Technology
Multi-Media Technologies



SENIOR NATIONAL HONOR SOCIETY (Grades 9-12)

The National Honor Society, founded in 1921, is a prestigious organization with an effort directed toward challenging students to more substantial accomplishments and demonstrated competencies and to which it is an accolade to belong.

The Northwest Area Senior High School became a local Chapter (Northwest Area Chapter) of the National Honor Society of Secondary Schools on May 26, 1961—Chapter Number 9774, under the direction of Mr. Thaddeus Swigonski, a former Guidance Counselor in our district.

In order to be considered for membership in the National Honor Society, one must exemplify excellent records in scholarship, leadership, character, and service, according to the following specific criteria relative to each of the categories:

(1) SCHOLARSHIP

Sophomore, junior, or senior students being considered for membership must have attained a cumulative average of 95% by the end of the previous school year. Cumulative average includes all grades from quarter one of freshman year through the end of senior year.

Sophomore or junior students who do not maintain the academic average of 95% will be placed on academic probation for a period of one semester. If a 95% average is not maintained after that semester probation period, the student will be removed from the National Honor Society.

Senior students who do not maintain the academic average of 95% at the end of their first semester of senior year will be removed from the National Honor Society. Students may receive a maximum of 1 probationary period during their membership in the NHS. During the probationary period, a full semester (2 marking periods) will be used before reviewing the student's status. The GPA at the end of the semester probationary period will be used to determine membership.

(2) LEADERSHIP – Students must complete (1) Leadership Project each year.

Students must demonstrate leadership in the following ways:

- (a) Take constructive lead in classroom, homeroom, and school activities.
- (b) Promote worthy and proper school activities.
- (c) Successfully hold school offices or positions of responsibility.
- (d) Contribute constructive ideas that improve the school.
- (e) Definitely influence others for good.
- (f) Show initiative in his/her studies.

(Leadership is not based merely on the holding of extracurricular offices, but on the efficiency with which their duties were performed.)

(3) CHARACTER

Students must demonstrate character in the following ways:

- (a) Meet promptly individual pledges and responsibilities to the school and teachers.
- (b) Demonstrate highest standards of attitude toward honesty, reliability, fairness, and tolerance (seeing the other point of view).
- (c) Cooperate in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc. Actively help rid the school of bad influences.
- (d) Uphold principles of morality and ethics.

(Character is not based on mere personality, or on minor incidents unless they are repeated, so as to indicate a definite pattern of behavior--we must always be conscious of adolescent growth and development.)

(4) SERVICE—Students must collect a minimum of 6.25 hours of Community Service per marking period.

Students must demonstrate service in the following ways:

- (a) Put service to others above self-interest. Give time, effort, and talents, not for personal gain but for the class, school, or community as a whole.
- (b) Perform committee or staff work.
- (c) Show courtesy to teachers, other students, and visitors.
- (d) Represent the school in various types of competition.
- (e) Render service through the school to the community.

(Service is not based on classroom work, projects, or activities for which grades are given.)

The procedure to be followed prior to the selection and ultimate induction of a student into the National Honor Society is as follows:

1. Students will complete an application for admission, which will be submitted to the National Honor Society advisor.
2. The Faculty Review Committee will meet to consider the applications and qualifications of the candidates and to determine the names of the students who will be recommended for National Honor Society induction.
3. With the approval of the Principal, recommended candidates will be inducted into the National Honor Society.

Once inducted into the NHS, students are expected to continue to demonstrate the characteristics that helped them receive an invitation to membership. Besides maintaining the 95 GPA, students must meet the remaining standards of Character, Leadership, and Service. Students may also be put on a one semester probation for not maintaining these requirements.

According to National NHS guidelines, once a student is removed from membership, the student cannot become a member again.

HOMEWORK



- Homework is an important component of the learning process. A positive relationship exists between homework and achievement. Parent involvement is essential for the student to acquire the proper attitude toward study. Students, however, must accept responsibility for home study.
- Homework is to be part of a student's nightly routine. To master the content and processes necessary for success in the classroom, it is recommended that students spend, in total, 90 – 120 minutes per night on assignments, review, and practice.
- Homework has four primary objectives: reinforcement, preparation (gathering of materials for a project or class assignment), practice, and extension. Homework can help a student prepare for a lesson, through practice it can provide students with an opportunity to reinforce new skills and to apply new learning, it can also extend student learning beyond the classroom by encouraging the individualized and creative pursuit of knowledge.

To achieve success, students should:

- **Record and organize assignments and due dates**
- **Develop a daily study routine (time, place)**
- **Listen carefully in class**
- **Take notes in class**
- **Review notes daily**
- **Recognize that learning takes individual effort**

SPECIAL EDUCATION

What is Special Education?

Special Education is governed by Federal Law, Individuals with Disabilities Education Act (IDEA), and Chapter 14 of the Pennsylvania School Code. The term "special education" refers to "Specially Designed Instruction (SDI)" intended to meet the individual needs of exceptional students at no cost to the parents in the least restrictive environment (LRE) deemed appropriate by an IEP team.

What is an exceptional student?

An exceptional student is one who has undergone categorical testing through a comprehensive evaluation and has one of the thirteen designated disabilities by IDEA: Autism, Deaf or Blindness, Development Delays, Emotional Disturbance, Hearing Impairments, Mental Retardation, Multiple Disabilities, Orthopedic Impairments, Other Health Impairments, Specific Learning Disabilities, Speech and Language Impairments, Traumatic Brain Injury, Visual Impairments.

What happens if a student is thought to be exceptional?

A child suspected of needing special education supports and services will be referred to the special education department. The law requires a series of procedures to be followed by a school district when assessing potential special education students. Parents have the right

to be partners with the school staff in all aspects of that process from the evaluation to the decision over which program, services, and placement are appropriate to meet their child's needs. The procedure involves screening, a multidisciplinary evaluation (MDE), an Individualized Education Plan (IEP), and Notice of Recommended Educational Placement (NOREP). Students who exhibit a pattern of inappropriate behaviors for the school environment and/or those which have yielded multiple disciplinary actions may be referred for a Functional Behavioral Assessment (FBA).

What programs or services are available to exceptional students?

Special education services are available to children who qualify. The Northwest Area School District in conjunction with the Luzerne Intermediate Unit #18 or other local private schools offers a full continuum of services in compliance with federal and state regulations to insure that students receive a free and appropriate public education (FAPE). An appropriate program is comprised of "specially designed instruction," and the "related services" needed for the student to benefit based upon his/her individual needs.

Whom should I contact with questions or concerns?

Parents who suspect that their child has an exceptionality or concerns regarding their child's program should contact the school directly and schedule a conference with the classroom or special education teacher to discuss any concerns or questions. Additionally, the principal and/or guidance counselor at each school are available to assist with the educational planning for their child.

Northwest Area School District Annual Notice of Gifted Support Services

The Northwest Area School District is committed to providing Gifted Support services to those students who are eligible and in need of these services.

The Northwest Area School District provides programming for students who are identified as Mentally Gifted. This term includes a person who has an IQ of 130 or higher or when multiple criteria as set forth in Chapter 16 regulations and in Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist.

Identification (Child Find) Activities:

Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor student progress, to develop intervention strategies, and to identify students who may need gifted services. The teams consider a variety of academic, behavioral, speech/language, and motor development information. Guidance counselors, working in collaboration with their district colleagues at all levels, are also important front line personnel in child find procedures.

The analysis of assessment results is an important child find strategy, and students may be referred to the school guidance counselor and/or school psychologist for additional assessment.

Initiating an Evaluation:

Parents who have questions about their child's academic or developmental growth and believe that their child may be Mentally Gifted should contact the appropriate building principal, school guidance counselor, or the Gifted Coordinator to request screening and/or evaluation. A parental request for a gifted evaluation should be made in writing.

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

Dispute Resolution:

If a dispute arises over eligibility, enrollment or school selection: [5]

1. The parent /guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For additional information, contact LEA Homeless Liaison at 570-542-4126 x5005.

CONFIDENTIALITY

Confidentiality is maintained on all personally identifiable information regarding students. Parents have the right to see and obtain a copy of their child's records. Personally identifiable information relative to an exceptional student will only be released with the permission of the parent and/or in accordance with the Family Educational Rights and Privacy Act and the Pennsylvania Rules, Regulations, and Standards.

SECTION II: STUDENT SERVICES

• GUIDANCE	25
• TESTING.....	25
• SENIOR SCHOLARSHIP AWARDS	25
• VALEDICTORIAN/SALUTATORIAN POLICY 214	25
• EMPLOYMENT CERTIFICATES	26
• COLLEGE/MILITARY SCHOOL VISIT PROCEDURE.....	26
• STUDENT ASSISTANCE PROGRAM (SAP).....	26
• HEALTH CARE & STUDENT HEALTH INFORMATION	26
➤ IMMUNIZATION REQUIREMENTS.....	27
➤ HEALTH ROOM VISITS	27
➤ USE OF MEDICATIONS.....	28
➤ MEDICATIONS ON FIELD TRIPS.....	29
➤ NALOXONE	29
• CAFETERIA.....	29
• LOCKERS & LOCKS	30
• LIBRARY	30-31
• SCHOOL INSURANCE	31

GUIDANCE SERVICES

The Northwest Area High School and Middle School Guidance Services consists formally of two school counselors. Services to students are divided as follows:

Mrs. Gasper All Students in Grade 7

Mrs. Boberick All Students in Grade 8

Mrs. Boberick Last Name A – K in grades 9 through 12

Mrs. Gasper Last Name L – Z in grades 9 through 12

- Throughout the school year, the counselors are available to parents/guardians, students, faculty and/or any other individual (or individuals) in need of speaking to the counselors relative to a particular student. Conferences may be scheduled through the Guidance Office at a time of mutual convenience at 542-4126, ext. 1001.
- The Counselors are available to speak with students and parents about matters relating to academic success, college search, career planning and personal issues. Appointments are made at a mutually convenient time. SAT applications, financial aid forms, college brochures, and related materials are available in the Guidance Office.
- Guidance services offered include screening for the Gifted Program, processing applications for the West Side Area Vocational-Technical School, arranging for Homebound Instruction, arranging for visits from college representatives and the military, and overall involvement in general areas needing to be addressed by guidance personnel.
- Informally, all members of the school administration, faculty, and staff are part of the Guidance Services team and should be considered as such by the student body. Students should not hesitate to approach any one of these individuals on any matter, which they believe they need to discuss.
- Also a part of the Guidance services is the administration of testing to enable our school to address the particular needs of each student and, as a result of overall test results, to address various curricula and maintain and/or improve subject areas as is necessary.
- Guidance counselors are also available to speak with students wishing to pursue athletics at the division I and Division II level to work with them to track eligibility requirements.

TESTING

- | | |
|------------|--|
| ➤ Grade 7 | State English/Language Arts & Math Assessment |
| ➤ Grade 8 | State English/Language Arts, Math, & Science Assessment |
| ➤ Grade 9 | Keystone Exams |
| ➤ Grade 10 | PSAT/NMSQT Tests, Keystone Exams
Armed Services Vocational Aptitude Battery (ASVAB) |
| ➤ Grade 11 | PSAT/NMSQT Tests,
Keystone Exams for Algebra I, Biology and Literature |
| ➤ Grade 12 | National Occupational Competency Test
Advanced Placement tests for college credit
State Assessment Re-Test, AP Exams |



***Keystone Exams will be administered to students in grades 8-12 as they complete Algebra I, Biology I, and Literature**

Every student in the Northwest Area Senior High and Middle School is offered Counseling Services with no regard to sexual discrimination in academic, career, personal counseling, and the testing program.

SENIOR SCHOLARSHIPS & AWARDS

Senior students will be given a list of local scholarships and awards. Applications will be available in the Guidance Office in February. **All applications must be returned to the Guidance Office no later than 9:00 a.m. on a date to be announced in January or February.** It shall be the students' responsibility to make sure all applications are complete and returned by the specified deadline. **Applications will not be accepted after this date.**

VALEDICTORIAN/SALUTATORIAN – POLICY 214

Senior students ranked in the top 4 will be informed of their rank at the end of marking period 3. Final determinations for the Valedictorian and Salutatorian will be made after all final grades for seniors have been submitted.

EMPLOYMENT CERTIFICATES (WORKING PAPERS)

General Employment Certificates are required when minors between the ages of 16 through 17 are employed full-time. If an employee between the ages of 16 to 17 loses a job, the employee's General Employment Certificate is automatically cancelled, and the employee must return to school until 17 years of age.

Vacation Employment Certificates are required when minors between ages 14 through 17 are employed before or after school hours or during school vacation. A student between the ages of 12 to 13 may obtain a Vacation Employment Certificate if the student is to be employed as a golf caddy only.

Working papers applications are available in the Guidance Secretary's Office. The applicant must present a birth certificate.

COLLEGE/MILITARY SCHOOL VISIT PROCEDURE

- An announcement will be made telling the students who is coming and when. This announcement will be repeated throughout the week, concluding on the last day of sign-ups.
- Students must sign up in the Guidance Office if they are interested.
- Students must have a study hall the period in question or have a College/Military School Visit form signed by the teacher whose class they will miss.
- On the day of the visit, an announcement will be made giving the location and a reminder of the time. Passes will be placed in the homeroom teachers' mailboxes for those students who have signed up. Only those students who have completed the sign-up procedures by the end of the day prior to the visit will be allowed to meet with the recruiter (no exceptions will be allowed for any reason).
- College Counselors and Military Recruiters will be allowed to set up a lunch table in addition to or in place of the above.

STUDENT ASSISTANCE PROGRAM-SAP

The PA Department of Education developed and mandated the Student Assistance Program (SAP) for all schools in the Commonwealth to assist students and families to cope with behavioral concerns. The SAP program at Northwest is made up of a team of staff and administrators trained to identify and intervene with students whose behaviors may be putting them at risk. These may include academic and attendance concerns and/or, social, emotional and substance-abuse issues.

Referrals to SAP are made by faculty, administrators, support staff, parents, and peers and are accepted and reviewed in a confidential manner. Parents are contacted to inform them of the referral and involve them in the SAP process. Recommendations and referrals to appropriate resources and/or community agencies are made to the family by the team, and then the student is monitored and supported. Confidentiality is respected and maintained throughout the intervention process. **Students can make confidential referrals in the boxes located in the library or guidance office.**

The district will make every effort to obtain parent permission for a student to receive services. Students 14 years of age and older may receive services without parent permission.

HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

The Northwest Area School District offers health services through the School Nursing Department. Some of these services are mandated by the Department of Health and include vision, hearing, height, weight, BMI calculations, and scoliosis screenings. These mandated screenings do not require parental consent. Parents/Guardians will be notified in writing of any noted screening abnormalities as defined by the Pennsylvania Department of Health. This written referral will be sent to the parent/guardian for further physician evaluation. The district also provides a licensed nurse on duty during the regular school day to address cases of first aid, illness, injury, treatment/management of acute and chronic conditions, health education/promotion, as well

as administration of medications. All problems are dealt with individually, professionally in a confidential manner in an effort to provide the best possible school nursing service to the students. In an effort to achieve these aims, it is necessary to employ certain regulations governing the use of the health facilities for all students.

The Public School Code requires a physical examination for students entering Kindergarten, 6th and 11th grades and a dental examination for students entering Kindergarten, 3rd, and 7th grade. With written parental consent, the school physician/school dentist will provide examinations at the school at no cost to families. Students may also obtain dental and physical examinations through their private health care providers at their own expense. A copy of a recent physical and/or dental exam completed one year prior to the start of the school year is also acceptable.

The majority of illnesses are not of sudden onset. It is the responsibility of the parent to be aware of a child's health prior to the start of the school day. If fever, vomiting, cold with continued cough, or other obvious illnesses should occur within 24 hours prior to school time, the child should not be sent to school for his well-being as well as that of his classmates.

In certain situations such as allergic or anaphylactic reactions, medications may be administered by a licensed nurse or those trained following the standing orders and protocols approved by the school physician. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this epinephrine administration exemption, as well as exemptions to any of the other health services offered (Narcan administration, Standing Physician Orders, etc.), contact the school nurse, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

The "NASD Protocol for Treatment of Symptoms of Anaphylaxis - Epinephrine Autoinjector Administration by School Health Professionals and Trained Personnel" is available for review on the district website under the school nurse tab for each building. Certain staff have also been trained to assist the student with rescue inhaler administration.

While providing care to students for injuries and illnesses, the nurse adheres to the procedures for the treatment of illnesses and injuries approved by the school physician. These approved standing orders and treatment of illnesses and injuries are posted in the health room. Additional health information and required forms could also be found on the district website.

IMMUNIZATION REQUIREMENTS

The Northwest Area School District abides by the Pennsylvania state mandated immunization guidelines. As per the PA Department of Health Division of Immunizations, students without the current, required immunizations may be excluded from instruction.

HEALTH ROOM VISITS

Illnesses or injuries that occur during the school day should be immediately reported, by the student, to his teacher or the school nurse. **Students should not be contacting parents directly to seek medical removal from school. Students are expected to be seen by the school nurse for a health assessment, at which time the nurse will make a determination of the student's status for the remainder of the school day.** For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.

In the event of a student being seriously injured, every effort will be made to contact the parent by phone. If the parent/guardian cannot be reached, authorized persons may make whatever arrangements might be deemed necessary for transportation of the student to a hospital or available physician as per the instructions on the student emergency card.

Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury. The student may be excluded from school if the nursing assessment determines fever, vomiting, lethargy, sudden onset of illness,

or emergency situation. In compliance with the PA School Code, the nurse may exclude a child from school for any undiagnosed and/or possibly contagious health concerns such as rashes, infectious pink eye, head lice/nits, and skin lesions of unknown cause. For re-entry into school, a nursing assessment or certification of recovery may be requested by the school nurse. Parents are responsible for obtaining this medical release from their health care provider if requested. When dismissed by the nurse for an illness and if the nurse deems the student is safe, high school students with driving privileges will be allowed to drive home with administration approval and parent/guardian verbal telephone permission.

On-going health care for student illness or injury is the responsibility of the student's personal physician and follow-up by the student's parent. Injuries that occur at home should be addressed by the parent/guardian whenever possible.

The school nurse maintains health records and addresses state mandated immunization compliance for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information annually or notify the nurse of changes that might occur during the school year. In accordance with the Pennsylvania School Code, staff members will be notified of students' health conditions to the extent necessary to support the students' health, safety and welfare during the school day. Staff members will be notified by the school nurse of health conditions that may adversely affect a student's learning with parent permission as outlined in an IHP, IEP, or 504.

Accurate emergency contact information must be submitted to the school and kept current. Emergency cards must include alternate phone numbers for use in case a parent is unable to be reached. It is the responsibility of the student, parent, or guardian to notify the school if and when this information changes during the school year.

USE OF MEDICATIONS



- It is recommended that prescription and non-prescription medicines be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, the district will permit the administration of prescription and non-prescription medication only under the following conditions.
- If a student needs to take any medication (prescription or non-prescription) during school hours, it must be delivered to the nurse's office by a parent/guardian or other responsible adult designee, in its original packaging and properly labeled by the pharmacy or physician's office or the manufacturer's original container for over the counter medications. Upon delivery of certain prescription medications, the medication must be counted with the parent and nurse and the initial quantity documented. Medications must be left in and dispensed from the properly labeled container and maintained with the proper forms and instructions in the health office. No medications, prescription or nonprescription, shall be administered to the student during the school day without the school nurse's approval and the written and dated consent of the student's parent/guardian and legally authorized prescriber.
- By providing parent/guardian authorization for medications to be administered during school hours, the school district, its agents and employees, are released from all liability and claims whatsoever for any side effects when this medication is administered as prescribed by the physician.
- Parent/Guardian and physician's permission must be documented on the school district's Medication Authorization Form, prescription form, or electronic faxed physician order. Medication orders must contain all of the required information. These written consents and/or prescriptions must be on file in the nurse's office of the school building that the child attends. Copies of the Medication Authorization Form may be obtained from the health room and are available on the district website. The district's medication policy is also available for viewing on the district website.
- The consent of the parent/guardian and physician will be valid only for the period specified on the consent form and in no case longer than the current school year. All medications will be administered in accordance with the physician's order and must be taken in the health room in the presence of the school nurse. All information regarding medication administration is confidential.

- Parents/Guardians are responsible for informing the school nurse of any change in the medication needs of a student. When any change occurs, the parent/guardian must provide documentation from the prescribing physician to the nurse's office.
- By requiring written authorization and physician's orders, the school district hereby asserts that it will incur no liability for the use of unauthorized drugs. Students in possession of prescription or nonprescription drugs that have not been registered with the school nurse will be considered to be in violation of the district's drug and alcohol policy and will be subject to any disciplinary action appropriate under the district's discipline code.
- Nurses will keep records of all medications administered. These documentation records will include the student's name and grade, the name of the medication, the dosage, the date, and the time of administration.
- Medications will be stored in a locked, secure cabinet, refrigeration if necessary, with keys secured from general access. Access to medications will be limited to the school nurse or designee in emergency situations.
- Students may be allowed to self-administer and self-carry medications, such as an asthma inhaler/epinephrine auto-injector/insulin pumps, if the procedure is followed according to the self-administration policy. Please contact the school nurse to make these arrangements.
- All medications must be picked up in the nurse's office at the end of the school year or they will be disposed of.

MEDICATIONS ON FIELD TRIPS

In the case of field trips, a variety of options could be considered: a parent/guardian attend the field trip so he/she can administer the medication, the medication time may be altered or omitted for that day with parent permission and/or physician permission if necessary, or the nurse attends the field trip. Please refer to the Medication Policy available on the district website. Parents/guardians may delegate medication administration to another adult for the field trip for their child and must inform the building nurse.

NALOXONE

In an effort to be proactive and prepare our response in case of a drug-related emergency, NASD has recently adopted a Naloxone (Narcan) policy. Naloxone is a medication that can temporarily reverse an overdose that is caused by an opioid drug (prescription pain medication or heroin). When given during an overdose, Naloxone blocks the effects of opioids on the brain and restores breathing within two to eight minutes. Naloxone does not work to reverse overdoses from other types of substances. Naloxone is available as a nasal spray and is accessible at each of our school buildings. Those individuals trained to administer the medication, including all district nurses, have completed the required Pennsylvania Department of Health training. While it is important to have Naloxone available for such emergencies, the focus of the district is the utilization of prevention materials through education on the dangers of drug misuse. Our efforts also include providing resources to those individuals and families who might be in need of this information.

CAFETERIA

The Northwest Area High School Cafeteria serves breakfast and hot lunch daily, meeting all requirements established for a government meal program. Cafeteria personnel should immediately be made aware of any student concerns about lunches received. Efforts will be made to insure that all food received is nutritious and properly prepared. Students choosing to do so may bring their own lunches to school.

Free or reduced price breakfasts/lunches are available for students who meet federal government requirements. Applications for free or reduced price meals will be distributed to all students on the first day of school. Students who received free or reduced price breakfasts/lunches during the last school year will be eligible to do so for the first ten (10) school days in session. As of the eleventh school day, only students who have submitted an approved application for the current school year will continue to receive a free or reduced price breakfast/lunch. **(Breakfast is free for all students during the 2023-2024 school year.)**

All applications for free or reduced price meals must be submitted to the High School Office with all required information. The applications will be reviewed to determine eligibility for a free or reduced price lunch. Students qualifying for free breakfast/lunches receive their lunches by

identifying themselves to the cashier. Only one free lunch per day will be provided. Additional lunches must be secured at the full price rate.

Cafeteria Payment Procedures

Full price lunches for students are available for **\$2.50**. Breakfast is available for **\$1.20**. Students also have the ability to purchase food "a la Carte." The high school cafeteria uses a computerized point of sale system where students enter their personal PIN number and the computer records the student purchase. Although daily payments can still be made, the most efficient way to utilize the system is to place money into the student's account via cash or check on a weekly or monthly basis. This is accomplished by presenting the cashier with the payment. When the student purchases lunch the cost is simply deducted from the account. This "cashless" method moves the lunch lines more efficiently, is easier for everyone, and automatically identifies and adjusts for students receiving free and reduced lunches. **Students with negative balances will not be denied lunch, however they will be limited to the standard lunch entrees.**

No Change Policy

The Northwest Area School District adopted a **No Change Policy** beginning with the 2007/08 school year. All cash given to the cashier will be applied directly to the student account. **No change will be handed back to the student.** This credit can be used for future purchases in the cafeteria.

CAFETERIA PROCEDURES

- Students will report directly to the cafeteria for their lunch periods.
- Students are permitted to bring back packs, book bags, or gym bags into the cafeteria, but must place them in an area designated by the cafeteria monitors.
- Students will be directed to form a single file serving line by the cafeteria supervisors.
- Students should properly discard trash and return trays to the appropriate cafeteria area
- All food must be consumed within the cafeteria. **Food is not permitted to be taken from the cafeteria.**
- Student conversation is appropriate in the cafeteria. However, screaming, yelling or other loud noises **will not be tolerated.**
- Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
- Students are not permitted to bring glass containers into the cafeteria.
- Students are to abide by the guidelines and regulations of the cafeteria.
- A student may only leave a lunch period with a pass and prior permission by a cafeteria monitor.



LOCKERS & LOCKS

Hall lockers are provided as a service to students for the purpose of storing books, notebooks, gym equipment, and other school materials as well as personal belongings that are necessary for attending school. Students are responsible for everything in their lockers, including their books, at all times whether they put the item(s) in or not. Combination locks will be provided to each student to secure their lockers and **must be kept locked. Students will be responsible to pay \$10.00 for any lock not turned in at the end of the school year.** School lockers are the property of the school district and are subject to search. **Students will not be given another lock in subsequent school years if their current lock is not returned or, if lost, the \$10.00 fee is not paid.** The Northwest Area School District shall not be held responsible for damaged or stolen items kept within Northwest Area lockers.

LIBRARY REGULATIONS

The Library is open from 8:00 a.m. until 2:28 p.m. The following regulations are intended to provide a positive learning environment for study.

1. Students wishing to use the library during the school day must have a pass signed by a faculty member.
2. In order to maintain the reasonable quiet necessary to the proper function of a library, conversation must be kept to the minimum. Seating patterns may be established to

discourage conversation. Students who persist in disruptive behavior may lose the privilege of coming to the library from study hall.

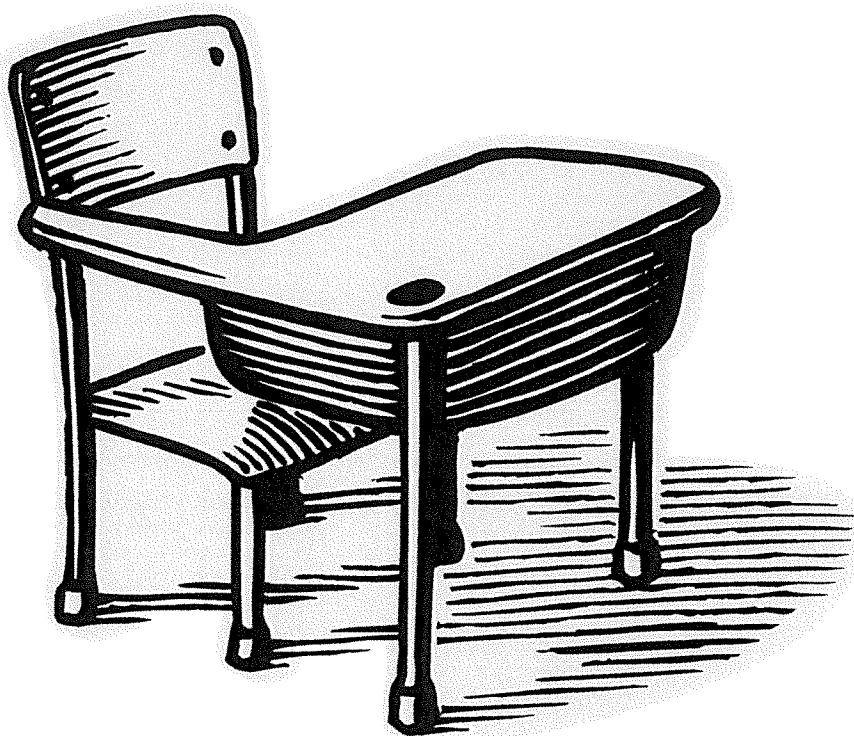
3. Any material borrowed from the library must be checked out at one of the designated kiosks. Students MAY NOT remove a book from the Library for any reason unless it is checked out. Books will be due back to the library 2 weeks from the checkout date. The date due (that is the day on which the material must be returned to the library) will be stamped on the material.
4. Students that fail to return materials in a timely manner will be subject to disciplinary actions for failure to turn in overdue materials.
 - After 2 weeks of overdue materials, students will be assigned After School Detention.
 - If the materials are not returned, students will be assigned a double detention.
 - If the materials are still not turned in, the student will be charged the full cost of the book.

SCHOOL INSURANCE

Each year our school offers a reasonable insurance plan to students that will protect them for the duration of the school day or for a 24-hour period, depending on family choice. It is suggested that you take advantage of this insurance to protect your family from financial burdens that could occur in case of injury to your student, as the school cannot assume liability for accidents resulting in injury. Should an accident occur in school or on school property and the injured carries school insurance, please take the following steps:

- Report to the school nurse
- The nurse will complete the accident form to be filled out in detail and signed by the parent/guardian
- The form is to be returned to the Principal for a signature
- The parent/guardian will submit the form to the insurance company for reimbursement

Please visit www.BollingerSchools.com for more information concerning school insurance for students.



SECTION III: STUDENT PARTICIPATION

- EXTRA CURRICULAR ACTIVITIES..... 33
 - ❖ CODE OF CONDUCT
 - ❖ STUDENT ATTIRE
- STUDENT CLUBS..... 33
- DANCE REGULATIONS..... 33
- STUDENT MEETINGS 34
 -
- STUDENT SCHOOL BOARD REPRESENTATIVE 34
 -
- ATHLETIC POLICY34-39
 - ❖ ATHLETIC CODE
 - ❖ FUNDAMENTALS OF SPORTSMANSHIP
 - *Expectations of Student Athletes*
 - *Expectations of Parents and Fans*
 - *Expectations of Other Groups*
 - ❖ ATHLETIC ELIGIBILITY
 - ❖ STUDENT MANAGERS
 - ❖ TICKETS
 - ❖ STUDENT ATTENDANCE FOR AFTER SCHOOL EVENTS
 - ❖ TRANSPORTATION OF ATHLETIC TEAMS
 - ❖ PRACTICE AND GAME SCHEDULES
 - ❖ TEAM MEMBERSHIP DISCIPLINE
 - ❖ ATHLETIC AWARDS
 - ❖ ATHLETIC RESPONSIBILITY
 - ❖ PARENT PERMISSION/RULES LETTER
 - ❖ PIAA
 - ❖ CONDITIONING
 - ❖ GUIDELINES FOR SERVING SCHOOL DISCIPLINE

EXTRA-CURRICULAR ACTIVITIES

We encourage all students to participate in various clubs, sports and activities, which the Northwest Senior High and Middle School sponsors, through faculty advisors and coaches. By participating in these activities, each student is afforded the opportunity to become more informed regarding constructive leisure activities for future consideration, to develop extended knowledge which can lead one toward a future career path, and/or to improve one's state of physical and mental well-being through diversion and/or physical exercise.

- **CONDUCT AT SCHOOL-RELATED EVENTS**

1. **Students:** Students are expected to follow the same guidelines for conduct at extra-curricular activities which are enforced during the school day. Failure to comply will result in disciplinary action by administration.
2. **Participants:** Benefits that come from participation in school related activities certainly are not limited to those that promote your good health, character development and self-confidence. Students who are members of a team, a play cast, the band, etc., are at the same time representatives of our school and, therefore, what they do while participating or afterward reflects either favorably or unfavorably upon our school. We request that all students become conscious of this fact and, hence, exhibit consistent and appropriate behavior at all times. Only in this way will the Northwest Area be identified by the highest standard of fair play and commendable conduct by others with whom we come in contact.
3. **Spectators:** The same concern applies to all students who take part in these activities as spectators. Good sportsmanship on the part of the spectators, as well as the team, is expected and leaves a positive image with the opponents.

- **ATTIRE AT SCHOOL-RELATED EVENTS**

When a student's attire does not conform to the NASD dress code, as outlined in this handbook, the student's participation may be limited or prohibited.

STUDENT CLUBS

A variety of clubs are available for student participation. Students are expected to attend club meetings, at the times they are scheduled, throughout the course of the school year. **For a student to participate in extra-curricular activities, he/she must conform to the same eligibility requirements prescribed on pg. 34 of this handbook (Athletic Eligibility).**

DANCE REGULATIONS

- Four (4) faculty members are required to chaperone each dance.
- All chaperones will be present from the beginning of the dance and until all students have departed.
- Senior High Dances will be held from 7:00 PM until 10:00 PM, unless otherwise stated. Senior High Dances are open to grades 9 through 12. Students must arrange for transportation to come for them not later than 10:00 PM.
- Middle School Dances will be held from 7:00 PM until 9:00 PM and are open to grades 6, 7 and 8. Students must arrange for transportation to come for them no later than 9:00 PM.
- The kitchen facilities are not to be used unless permission has been given by the Administration.
- All dances, unless specified, are for Northwest students only.
- **When attending a school dance, a student's attire must conform to the guidelines of the NASD dress code, as outlined in this handbook.** If a student's attire does not comply with the NASD dress code, the student will not be allowed to participate.
- All students attending the dance are to conduct themselves in an acceptable manner as per school policy and will be subject to the Discipline Code as is necessary. Parents will be called to pick up students who fail to follow school regulations.
- No student may leave the building and re-enter later.
- Cost of admission for a general dance will be \$5.00. Formal events such as prom, semi-formal and winter formal will be priced by the advisor.



STUDENT MEETINGS

- It is necessary for a faculty or approved staff member to be present at all committee meetings, club meetings, athletic practices, rehearsals, etc., held in any part of the building or on school property.
- **Groups choosing to use the building after school hours must secure permission from the Principal, complete a Building Usage Form, and be supervised by a faculty member.**

STUDENT SCHOOL BOARD REPRESENTATIVE

A selected member of the Student Council and an alternate will serve as Student School Board Representatives. Once the Student School Board Representative and the alternate Student School Board Representative have been chosen, they will assume the following role:

- Student Representatives may attend all work sessions, caucus sessions and regular board meetings.
- Student Representatives shall become familiar with the educational goals of the district and offer constructive contributions toward the realization of these goals.
- Student Representatives shall consider the aspects of health, safety, and welfare of their fellow students and advance constructive contributions in this area.
- Student Representatives shall, with the assistance of the Principal and the Student Council advisor, develop two-way communications with secondary students and be prepared to communicate these views in either oral or written fashion.
- Student Representatives shall communicate to the student body through the Student Council all policies, actions and decisions that are an appropriate concern of the students.
- Student Representatives shall attend all Student Council meetings

ATHLETIC POLICY

FORWARD



To comply with Federal laws (including Title IX of Education Amendment of 1972) and Section 504 of the Rehabilitation Act of 1973 and regulations concerning equal rights and opportunities and to assure their implementation, the Northwest Area School District declares itself to be an equal rights and opportunities agency. As an Equal Rights and Opportunity Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Northwest Area School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

ATHLETIC POLICY HANDBOOK

A handbook containing general information on athletics, policies, the athletic code, and other material pertinent to the athletic program will be distributed to all members of the athletic program and will be revised annually. Copies will be given to all athletes at the beginning of each sport season. It is expected that every Northwest Area athlete will at all times demonstrate sportsmanship at its highest level. If you have any questions concerning this handbook or our athletic program, please contact the Athletic Director.

ATHLETIC CODE

Athletic Program: General Philosophy

Student participation on a team is considered a privilege as well as an educational learning experience. Inter-scholastic athletics are an integral part of the Northwest Area Senior High and Middle School's total educational program. The program shall provide to players, students and fans wholesome experiences of an educational nature that will contribute to the development of the attributes of good citizenship through sportsmanship.

School athletics provide a basic educational need because interscholastic teams should be considered as classes, not only for the teaching of special playing skills but also for instruction in general areas of health, sanitation, safety and citizenship.

All interscholastic athletic programs shall be conducted in accordance with regulations of the Pennsylvania State Board of Education and the PIAA.

FUNDAMENTALS OF SPORTSMANSHIP

Good Sportsmanship:

The Core of Interscholastic Athletic Programs

- **EXPECTATIONS OF STUDENT ATHLETES**
 1. Treat opponents with respect; shake hands prior to and after contest.
 2. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
 3. Cooperate with officials, coaches and fellow participants to conduct a fair contest.
 4. Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
 5. Live up to high standard of sportsmanship established by coach.
- **EXPECTATIONS OF PARENTS AND OTHER FANS**
 1. Realize that a ticket is a privilege to observe a contest and support school activities.
 1. Respect decisions made by contest officials.
 2. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
 3. Respect all fans, coaches and participants.
 4. Be a fan ... not a fanatic.
 5. Fans are reminded to remain in the stands at all athletic events.
- **EXPECTATIONS OF SPORTS GROUPS**
 1. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
 2. Treat opposing spirit groups and fans with respect.
 3. Recognize outstanding performances on either side of the playing field or court.
 4. Know rules and strategies of the contest in order to cheer at proper times.
 5. Maintain enthusiasm and composure, serving as a role, model.

Profanity or criticism directed at our coaches, players, or the opponents' coaches, players or fans, officials or game personnel will not be tolerated. Unruly behavior by team members or fans will result in ejection from the contest.

ELIGIBILITY

In order for a student in the Northwest Area School District to be eligible academically to participate in the Pennsylvania Interscholastic Athletic Association—sponsored interscholastic program, he or she **can not be failing 2 or more credits, or their equivalent, during the prior marking period: In addition, to remain eligible during the athletic season(s), the student can not be failing 2 or more credits during the marking periods of competition.** Students who are ineligible due to end of marking period grades will remain ineligible for a period of a minimum of 15 school days beyond the start of the marking period. Grade reports will be run each Friday during the season of competition. Any ineligible student will be notified by their Head Coach and will be held out of practice and competition from Sunday to the following Saturday, unless the student's grades allow him/her to return sooner. This regulation applies to all participants in interscholastic competition including cheerleading. Eligibility for the first grading period is based on your final grades from the preceding school year.

Student transfers in or out of the district are subject to the PIAA Article VI by-laws as outlined in the NASD Athletic Handbook.

STUDENT MANAGERS

The position of student manager is one of responsibility on any athletic team. The proper functioning of most teams requires the manager to be interested in the welfare of the team, capable of performing the necessary duties, and willing to work for their completion.

The duties of the manager can be many and varied. Essentially the manager is required to perform all reasonable duties as requested by the coaches. Among these duties the following are of particular importance:

1. Maintain a complete first aid kit, refilling it periodically with supplies from the Athletic Director.
2. Distribute, collect, and count all equipment necessary for scheduled activities.
3. Assist the coach(es) in the operation of all scheduled activities.

4. Be available and willing to obtain the skills necessary for the performance of such duties as may be required by the Athletic Director.
5. Become aware of blood and fluids procedure for their sport and have the necessary materials ready for the coaches to carry out the procedure.

STUDENT INSURANCE COVERAGE

- All students in the Northwest Area School District have the opportunity to purchase school-sponsored insurance. This coverage, or coverage by a parent's or a guardian's insurance policy, is required for participation in intramurals.
- Students participating in interscholastic athletics are covered by a school district athletic insurance policy. This coverage is in effect for all middle school and senior high participants in athletics, band, majorettes, and cheerleading.
- Students are to check-in with the athletic trainer to report the injury, receive treatment, and have the proper paperwork completed.
- Out of season sports activities require a waiver form waiving medical costs to parent's insurance policies. An athlete must purchase school insurance if not covered by a parental insurance policy.

TICKETS FOR SPORTING EVENTS



- School board members will receive Wyoming Valley Conference passes, in lieu of Northwest Area passes, which will allow them to attend all home and away WVC games free of charge.
- School district employees will not be given free passes.
- 10 passes, per parent group working the athletic event, will be available for distribution. If there are less than 10 needed, the correct amount will be distributed.
- Other adults working the event in any other associated capacity will be offered passes, i.e.: four lines people (chains, markers etc.), announcer, scorer, and ticket takers.
- Legitimate passes such as PIAA Gold Passes, WVC passes, and etc. will be honored.
- Admission for sporting events is \$4.00 for an adult, \$2.00 for Senior Citizens and \$2.00 for a student. A student is defined as any person still in school full time.

STUDENT ATTENDANCE AT AFTER-SCHOOL ACTIVITIES

- Members of teams and managers are not permitted in any school building for practices or contests unless the coach or the assistant coach is in attendance or a teacher has agreed to supervise them.
- No athlete is to be in another practice area during practice time without permission of the coaches involved. No athlete is to be found loitering on school property following games and practices. *It is the athlete's responsibility to notify the coach of a problem in transportation.*
- Athletes are not to use the gym as access to the locker rooms and are at no time to be on the gym floor with muddy shoes or cleats. All athletes are to enter their respective locker rooms by the way of back access halls when available. No athlete is to place books, clothing, or other articles in the gym during practice hours; these articles are a safety hazard and belong in the locker room.
- ***All athletes should consider the care of uniforms, equipment and facilities a personal responsibility. Athletes are responsible for the replacement cost of a lost uniform.***
- Athletes must lock up all personal property in the gym locker room during all after school practices and games. The school will not take responsibility for property in the locker rooms that is not properly secured. ***Valuables such as jewelry or money should also be properly secured and are the responsibility of the student athlete.***

TRANSPORTATION OF ATHLETIC TEAMS

The Athletic Director and the Transportation Director will arrange all transportation for athletic practices and contests. The following apply to all trips of all teams:

1. All transportation to and from games will be provided by the Northwest Area School District.
 - No one except participants in the contest may ride on the bus unless arrangements are made otherwise.



- Only upon written consent by parents will participants be allowed to go home other than on the bus, and then only in the company of a parent or guardian. Participants must notify the bus chaperone in person if they are not taking the bus home.
- Injury to a student may require alternative transportation home.
- When school district transportation is not provided, alternative travel means are to be approved by the Athletic Director.
- Athletes who drive to school or practice are expected to demonstrate good judgment at all times. If an athletic contest or late practice is scheduled, athletes are expected to leave the school grounds at school dismissal and not return until the time designated by the coaches.
- Any student not using the school district transportation provided for contests and leaving the school in an unauthorized vehicle will be considered leaving for home and will not be allowed to participate with the team.

PRACTICE AND GAME SCHEDULES

- Practice and game schedules will be provided to all students the first weeks of the seasons.
- Whenever possible, students will be notified about cancellations in time to call home and notify their parents.

TEAM MEMBERSHIP:

- **DISCIPLINE AND ATTENDANCE STANDARDS:** Team members, during practices and school events, are subject to the rules as stated in the school discipline code. At the beginning of the season, additional discipline and attendance standards for each sport will be set by the Head Coach of that sport. He/she may do this in writing if he/she wishes. Athletes and their parents will sign to indicate their understanding. In cases concerning discipline and attendance, the athlete will have the right of appeal to the Athletic Director and the Principal.
- **SCHOOL ATTENDANCE REQUIREMENTS:** Any student arriving at school after 10:30 a.m., unless excused by the Administration, will not be allowed to participate in an athletic event or a practice that day.

ATHLETIC AWARDS

Following participation in athletics and cheerleading, athletic awards will be given according to the following standards:

- Jr. High Athletics
- Junior Varsity Athletics
- Varsity Athletics



- **LETTER/INSERT REQUIREMENTS**

1. **Baseball** - Must be in the lineup for ½ of the team's innings (pitchers qualify if they appear in 20 or more innings as a pitcher).
2. **Basketball** - Must participate in not less than ½ or 44 quarters of play.
3. **Cross-Country** - Must attend 90% of all practices and be in the top seven runners at the end of the season.
4. **Field Hockey** - Must play in 70% or more of regular season games.
5. **Football** - Must play in ½ of the Quarters (22) and play in 1/5 of the plays (250).
6. **Golf (with Benton Area)** - Must attend 90% of all practices and participate in 25% of the varsity schedule.
7. **Softball** - Must play in one more than ½ the total number of games.
8. **Track and Field** - Must attend 90% of all practices and earn 15 points.
9. **Cheerleaders** - Must complete a full varsity football or basketball season to earn a varsity letter.
10. **Managers** - Must complete two seasons as a varsity manager to earn a letter.
11. **Wrestling (with Benton Area)** - Must attend 90% of all practices and must have weighed-in for one-half or more of the wrestling schedule.

***Injured players are considered to have completed the season unless specified otherwise by the Athletic Director and/or the Principal.**

**** Inserts will be given to athletes who have already earned varsity letters.**

- **ATHLETES WILL BE ELIGIBLE FOR A VARSITY JACKET AFTER:**

1. Earning a Varsity letter.
2. Varsity jackets are to be ordered through the Athletic Director and are NOT furnished by the School District.

ATHLETIC RESPONSIBILITY

- **ATHLETES HAVE THE FOLLOWING OBLIGATIONS:**

1. Athletes must abide by the school district discipline code.
2. The presence of Athletes in the school building, or on school grounds, are limited to the following:
 - ✓ Officially scheduled practices and athletic contests.
 - ✓ Class Hours
3. Any athlete who cannot get personal transportation back to the school for practices or games must obtain permission to stay with a faculty member in a designated area until the practice or game officially begins as designated by the coach,
4. Athletes who drive to school or practice are expected to demonstrate good judgment at all times. If an athletic contest or late practice is scheduled, athletes are expected to leave the school grounds at 2:30 p.m. and not return until the time designated by the coaches.
5. No athlete is to be in another practice area during the practice time without permission of the coaches involved.
6. No athlete is to be found loitering on school property following games and practices. It is the athlete's responsibility to notify the coach of a problem in transportation.
7. No athlete is to use school equipment or facilities unless supervision is present.
8. Any student athlete arriving to school after 10:30 a.m., unless excused by the administration prior to that day, will not be allowed to participate.
9. Bags containing athletic equipment are to be dropped off in the designated athletic storage room to be held during the school day. Student drivers are expected to keep athletic equipment in their vehicles during school hours.

Coaches will not be responsible for *unsupervised* persons on school property after school hours.

- **CONSEQUENCES:**

1. Any athlete found disregarding the above regulations is subject to the following:
 - First Offense - suspension from next athletic contest
 - Second Offense - suspension from the next three athletic events
 - Third Offense - referral to the Athletic Director and Principal
2. Individual coaches may establish additional rules and enact disciplinary measures in their respective sports.

LETTER OF PERMISSION TO PARTICIPATE/UNDERSTAND AND ABIDE BY RULES:

All the athletes and parents or guardians of athletes must sign a letter which provides permission to participate in the sport and an understanding the rules and regulations in order to participate. These signatures indicate an understanding and acceptance of this policy.

PIAA

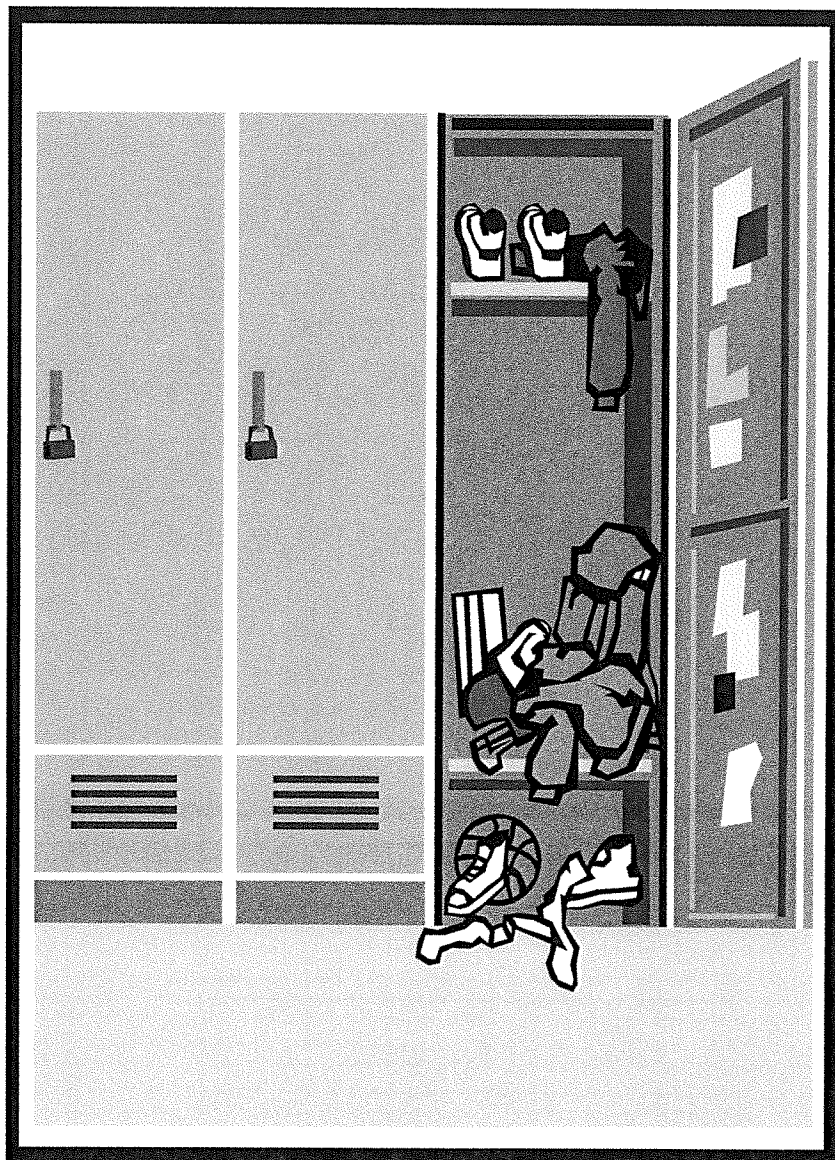
- All PIAA rules and regulations regarding age status, attendance, transfer students, exchange students, health and parental consent, period of participation, representation and scholarship are and will be enforced at all times. A copy of all PIAA regulations is on file in the Athletic Office and the Principal's Office and is available for inspection upon request.
- Any student who participates in interscholastic athletics in the State of Pennsylvania must have a PIAA parental permission form signed by their parent or guardian and the physician who gives the student a physical exam within six weeks of the athletic season in which they wish to participate.

CONDITIONING

All of our coaches conduct their own conditioning exercises relative to their individual sport. This is to help insure our athletes are in the best possible physical condition to compete, and also to help identify any possible physical problem areas. The emergency procedure forms are to be filled out by parents/guardians and returned to the coaches the first week of practice so they might know of any special requests for medical treatment in case of an emergency. In the event of any injury, the coaches fill out accident report forms and they are kept on file in the Athletic trainer's office. The coaches also must report any problems that they feel require attention to the parents/guardians.

SCHOOL DETENTION AND SPORT PARTICIPATION

Any student who receives **In-School Suspension** or **Out-of-School Suspension** will be unable to participate in any sports activity from the time the suspension is assigned until **the day following** the completion of the suspension. Any student assigned after-school detention may not participate on the day detention is served. In cases concerning discipline and attendance, the athlete will have the right of appeal to the Athletic Director and the Principal. Any student that skips detention without a valid excuse, verified by the Assistant Principal, will remain ineligible until the detention is served.



SECTION IV: GENERAL INFORMATION

• SCHOOL CLOSING/DELAYED OPENING.....	41
• BELL SCHEDULES	41
• FIRE DRILLS	42
• STUDENT REGISTRATION.....	42
• SCHOOL WITHDRAWAL/TRANSFER	42
• SCHOOL VISITORS	42
• FUNDRAISING.....	42
• EMERGENCY CARDS/HANDBOOK VERIFICATION FORMS/CHROMEBOOK AGREEMENT/NETWORK USE AGREEMENT	43
• STUDENT DATA FILE.....	43
• PARENT CONFERENCES	43
• ACT 30 OF 1995	43
• BUILDING USE.....	44
• TELEPHONE CALLS TO/FROM THE HIGH SCHOOL OFFICE	44

SCHOOL CLOSING/DELAYED OPENING

School closings and delayed openings may be accessed in several ways as follows:

- TV Stations
 1. WNEP – 16
 2. WYOU – 22
 3. WBRE – 28
- Northwest Area District Website at www.nasdedu.com
- AutoCall System
- Northwest App



BELL SCHEDULES

Regular Class Schedule

40-Minute Lunch and Class Periods

Homeroom Bell.....	7:40
HR Warning.....	7:49
.....	7:51 – 7:58
Per. 1	8:01 – 8:41
Per. 2	8:44 – 9:24
Per. 3	9:27 – 10:07
Per. 4	10:10 – 10:50
Per. 5	10:53 – 11:33
Per. 6	11:36 – 12:16
Per. 7	12:19 – 12:59
Per. 8	1:02 – 1:42
Per. 9	1:45 – 2:25
Announcements	2:25 – 2:28

Extended Morning Homeroom Schedule

19 minute homeroom and 39 minute periods

HR	7:51 – 8:10
Per. 1	8:13 – 8:52
Per. 2	8:55 – 9:34
Per. 3	9:37 – 10:16
Per. 4	10:19 – 10:58
Per. 5	11:01 – 11:40
Per. 6	11:43 – 12:22
Per. 7	12:25 – 1:04
Per. 8	1:07 – 1:46
Per. 9	1:49 – 2:28
Announcements	2:25 – 2:28

PM Club Schedule

18 minute homeroom and 35 minute periods

HR	7:40 – 7:58
Per. 1	8:01 – 8:36
Per. 2	8:39 – 9:14
Per. 3	9:17 – 9:52
Per. 4	9:55 – 10:30
Per. 5	10:33 – 11:08
Per. 6	11:11 – 11:46
Per. 7	11:49 – 12:24
Per. 8	12:27 – 1:02
Per. 9	1:05 – 1:40
Activity	1:43 – 2:25
Announcements	2:25 – 2:28

2 Hour Delay Schedule

30 Minute Lunch Periods—25 Minute Class Periods

HR	9:40 – 9:58
Per. 1	10:01 – 10:26
Per. 2	10:29 – 10:54
Per. 3	10:57 – 11:22
Per. 5	11:25 – 11:55
Per. 6	11:58 – 12:28
Per. 7	12:31 – 1:01
Per. 4	1:04 – 1:29
Per. 8	1:32 – 1:57
Per. 9	2:00 – 2:25
Announcements	2:25 – 2:28

AM Club Activity Schedule

35 Minute Lunch and Class Periods

HR	7:40 – 7:58
Activity	8:01 – 8:43
Per. 1	8:46 – 9:21
Per. 2	9:24 – 9:59
Per. 3	10:02 – 10:37
Per. 4	10:40 – 11:15
Per. 5	11:18 – 11:53
Per. 6	11:56 – 12:31
Per. 7	12:34 – 1:09
Per. 8	1:12 – 1:47
Per. 9	1:50 – 2:25
Announcements	2:25 – 2:28

3-Hour Delay Schedule

30 minute lunch and 15 minute periods

HR	10:51 – 10:58
Per. 1	11:01 – 11:16
Per. 2	11:19 – 11:34
Per. 5	11:37 – 12:07
Per. 6	12:10 – 12:40
Per. 7	12:43 – 1:13
Per. 3	1:16 – 1:31
Per. 4	1:34 – 1:49
Per. 8	1:52 – 2:07
Per. 9	2:10 – 2:25
Announcements	2:25 – 2:28



FIRE DRILLS

Fire drills are conducted monthly throughout the school year to practice emergency evacuation of the building in case of fire. Students are advised to acquaint themselves with the proper fire exit from each classroom they utilize. Directions for proper fire exit will be posted in every room. Immediately on hearing the fire alarm bell, students are to assist the classroom teacher in the closing of all windows and in providing for maximum safety by moving out of the building in a prompt, orderly manner. Students are to withdraw a safe distance from the building and make full provision for potential utilization of equipment by the fire department. SILENCE is to be maintained at all times during a fire drill and roll is to be taken by each teacher in charge of a class at that time.

STUDENT REGISTRATION

Students seeking admissions to the Northwest Senior High and Middle School are to make an appointment with the Child Accounting Office at (570) 542-4126, ext. 5000. Prior to admission to the school district, the parent, guardian or other person having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents and guardians shall be advised that any willful false statements made under this section shall be considered a misdemeanor of the third degree.

When a student transfers to this school district, a certified copy of the student's disciplinary record shall be requested and obtained from the school entity from which the student is transferring. This disciplinary record shall be available for inspection as required by law.

**** New students will be given an official start date subsequent to a review of all records, transcripts, IEP's, disciplinary history, and upon completion of the student's schedule.**

SCHOOL WITHDRAWAL/TRANSFER

The following are the steps for student withdrawal/transfer:

- The student and his/her parent/guardian will report to their assigned Guidance Counselor to discuss the withdrawal.
- The student will be given a withdrawal form to be taken to each of his/her teachers to notify the teacher of the withdrawal, to verify the return of all textbooks and other school materials, and to receive the student's current grade point average.
- The form must also be signed by the school librarian to certify the student has no library obligations.
- Upon completion, the form is to be taken to the high school office for the signature of the principal or assistant principal.

The student's credits, grades, immunization records and student file will be sent from the Child Accounting Office upon the receipt of a request from the student's enrolling school. A student will not be officially withdrawn until a request for records is received.

SCHOOL VISITORS

Every effort is taken by the Northwest Area School District to ensure the safety of each student.

Entrance to the High/Middle School is only available at the front entrance by the flagpole. A button is located on the left wall by the door to allow visitors to speak with the High School Office Secretary.

Visitors will not be allowed entry into the building from the bus loading area. Visitors will be asked the following:

- Name
- Reason for their visit

The secretary will release the door lock to allow visitors entrance to the building. If, as a visitor, you are asked to wait, please be assured that our main concern is to properly identify each visitor to our building to ensure student safety. You may also be asked to wait while students are in the hallways for class changes.

All visitors will be asked to present a valid Driver's License to gain entry into the building. Visitors not needing access beyond the flagpole vestibule, i.e. dropping off a student's lunch, will be restricted to that area.

FUNDRAISING

All fundraising activities must be approved by administration prior to commencing the activity and should be channeled through the appropriate advisor(s) to ensure district policy is followed.

EMERGENCY CARDS/HANDBOOK VERIFICATION FORMS

- **Emergency Cards**

Two cards for emergency information will be distributed the first day of school. One card is for use at the High School Office and the Emergency Card will be given to the School Nurse. Having the correct information on these cards is vital. The information provided will be used by the school district to contact parents, guardians, or those you have listed as emergency contacts in the event of an emergency. Please see that your student returns the cards to his/her homeroom teacher within the first three days of school. Thank you for your cooperation.

- **Handbook Verification Forms**

Each student will receive a handbook during the first two weeks of school during grade level assemblies and will be required to sign a form stating he/she has received the handbook and is familiar with the contents, as well as agreeing to the school lock policy.

- **Chromebook Agreement/Network Use Agreement**

Students will be given these agreements prior to being issued a Chromebook or being granted access to the NASD network. Any student/parent refusing to sign the agreement may be denied access. If use of technology is required for an assignment and a student/parent has not signed the agreement, they will still be held responsible for all components of the Network Use Agreement and misuse may result in the appropriate discipline consequence(s).

STUDENT DATA FILE

Recognizing the need for a clearly defined and systematically implemented policy concerning the collection, maintenance, security, and dissemination of information relative to the student, the Northwest Area School District has set forth the policy below in an attempt to establish a reasonable balance between the school's need to obtain educationally relevant information and the individual's basic right to privacy.

The collection and maintenance of all information regarding students and their families shall be done with respect for the right of privacy duly obtained through informed consent, verified for accuracy, and safeguarded by limited access, selective discard, and appropriate use. Dissemination of information shall guard against the infringement of privacy of the student, misinterpretation of data, and inappropriate use. No signature indicating permission or consent is required to send transcripts to educational institutions, but a signature is required in all other instances prior to release of these records.

PARENT CONFERENCES

Any person wishing to meet with school personnel is requested to make an appointment at a time of mutual convenience. You may contact the teacher via email through the Northwest Area Website at www.nasdedu.com, by phoning the High School Office at 542-4126, or by contacting the Guidance Department at 542-4126 extension 1001. If the appointment falls during regular school hours, please register at the High School Office.

ACT 30 OF 1995

Act 30 of Special Session #1 of 1995 (PA Legislature) requires the court, through the juvenile probation department, to provide the building principal of any school with information concerning the adjudication of an enrolled child. Such reports would include a list of descriptions of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan for the student, or any other information deemed necessary.

The principal is required to share this information with the child's teacher or with the principal of another school to which the child may transfer. Any such information must be maintained separately from the child's official school record.

BUILDING USE

In order to best coordinate the use of facilities within the high school building, the following information should be considered before scheduling an activity:

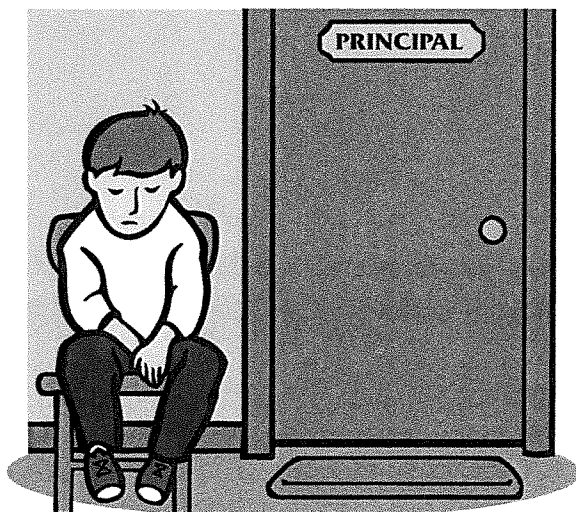
1. All activities after hours must be approved by using a Facilities Usage Form. These can be found on the Northwest Area website under the "Departments" tab, then choose "Maintenance," and under the heading USE OF FACILITIES you will find the link to Facilities Usage Form.
2. When the activity takes place in the gymnasium or athletic fields, it must first be approved by the athletic director.
3. The building principal must approve all requests for use of the building.
4. All requests for building usage must be submitted 3 days prior to the event so proper arrangements can be made.

Thank you for your continued cooperation in these matters.

TELEPHONE CALLS TO/FROM THE HIGH SCHOOL OFFICE

In order for the classroom environment to work efficiently, interruptions should be kept to a minimum. Therefore, we discourage telephone calls to the high school office requesting messages be given to students. With every interruption, valuable class time is missed and in order to keep the educational process flowing as smoothly as possible, we are encouraging all parents to make sure their students have all their books, lunch money and messages before they board the school bus in the morning. Your cooperation will be greatly appreciated in this matter.

Students will only be permitted to use the phone in the high school office in cases of emergency.



SECTION V: ATTENDANCE

- ATTENDANCE POLICY..... 46
- ATTENDANCE REGULATIONS 46-47
 - ❖ *ENFORCEMENT OF COMPULSORY ATTENDANCE*
 - ❖ *WRITTEN EXCUSES FOR ABSENCES*
 - ❖ *LAWFUL/UNLAWFUL ABSENCES*
 - ❖ *CUMULATIVE LAWFUL ABSENCES*
 - ❖ *PROCEDURE FOR ADDRESSING UNLAWFUL ABSENCES*
- PENNSYLVANIA COMPULSORY ATTENDANCE..... 48-75
- TARDINESS..... 76
- EARLY DISMISSAL PROCEDURE 76
- EMERGENCY DISMISSAL PROCEDURE 76
- COLLEGE VISITS..... 76
- PARENT/GUARDIAN SPONSORED EDUCATIONAL TRIP 77
- ATTENDANCE AND/OR PARTICIPATION IN CO-CURRICULAR
ACTIVITIES..... 77

NORTHWEST AREA SCHOOL DISTRICT ATTENDANCE POLICY

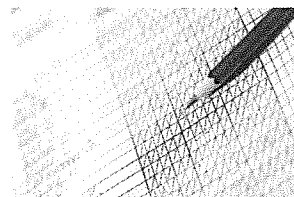
PURPOSE: A sound and workable policy on school attendance is only feasible when it is strongly enforced by the professional community and backed by the administration, Board of Education, and local law officials and parent organizations. Recognizing that the Commonwealth mandates school-aged pupils attend school regularly, the purpose of this policy is to ensure our compliance with applicable law and to instill proper work ethic oriented values in the students of the Northwest Area School District.

ATTENDANCE REGULATIONS

Regulations governing school attendance have been established by the Commonwealth of Pennsylvania and must be enforced by all schools in the Commonwealth. Schools in the Northwest Area School District are open 180 days each year, and students are expected to attend all classes regularly unless excused.

Pennsylvania School Code

Truancy 24 Pa.C.S. 13-1333, 13-1338,
13-1338.1, 13-1338.2, 13-1341, and 13-1343



- **ENFORCEMENT OF COMPULSORY ATTENDANCE:**

- **EXCUSE BLANKS**

A student who is absent must present an excuse to her/his homeroom teacher within three (3) days after returning to school. The excuse should have the parent's signature and the reason for the absence clearly stated. ***(If an "excuse blank" is unavailable, you may write a note with the student's name, date, reason for illness, date of illness and parent/guardian signature.)***

- **LAWFUL/UNLAWFUL ABSENCES:**

Pennsylvania 24 Purdon's Statutes 13-1327, 1332, 1354 The Northwest Area School District is responsible for monitoring and maintaining records of the attendance of students. All absences will be treated as unlawful until the school district receives a written excuse explaining the reason for the absence. The written excuse is to be submitted within three (3) days after the absence. If a written excuse is not received within that period the absence will be marked unlawful.

1. **LEGAL ABSENCES**

- | | |
|--------------------------------|-----------------------------------|
| ➤ Illness | ➤ Death of Family Member |
| ➤ Doctor or Dental Appointment | ➤ Authorized School Activities |
| ➤ Motor Vehicle Accident | ➤ Pre-approved Educational Travel |
| ➤ Court Appearance | ➤ Family Medical Emergency |
| ➤ Religious Event | ➤ Dismissal by School Nurse |

****In order for an excuse blank/parent note to yield an excused absence, it must conform to the legal absences as defined above and be submitted within three (3) days subsequent to the student's absence from school.**

****Parents can submit excuse blanks online by accessing the Northwest Area Homepage at www.nasdedu.com and on the top right under "Quick Links">Parents>Student Absence Excuse Form.**

2. **UNLAWFUL ABSENCES**

An unlawful absence is any absence that is not legally excused. Unlawful absences include but are not limited to those that result from parental neglect, illegal employment, or truancy. Unexcused absences are considered unlawful and subject to prosecution when the student is of compulsory school age.

- **CUMULATIVE LAWFUL ABSENCES**

A maximum of ten (10) days of **cumulative lawful absences** may be permitted during the school year. **All absences beyond ten (10) cumulative days will require an excuse from a medical provider or they may be counted as unlawful.**

Students who have accrued 10 or more cumulative absences may be subject to an academic review and may experience a loss of privileges including but not limited to: Loss of driving, junior Olympics volunteer, field trips, membership in National Honor Society.

➤ **18 TOTAL ABSENCES**

- ✓ Students with 18 or more days of absence may be in danger of receiving no credit for courses taken that year. They may also be retained at the same grade level for the following school year. Absences of all types (excused and unexcused) count against the total limit of 18 days.
- ✓ Students aged 17 years and younger MUST still attend school as required by the Compulsory School Attendance laws in Pennsylvania.
- ✓ Students with 18 or more individual class absences may be subject to loss of credit for that course.
- ✓ The Principal's office will send notice shortly to schedule an attendance conference with Administration and Guidance.
- ✓ Administrative actions that result in the loss of credit for a given school year may be appealed by parents/guardians before a special Attendance Appeals Board consisting of the guidance counselor, attendance secretary, principal and classroom teacher or designee of the principal. Appeals for exemption from the school attendance policy shall be based on excused absences, which are considered legal absences, as listed under "**LEGAL ABSENCES**" above. However, excused absences are not required to be forgiven in an appeals hearing and those days that are not forgiven are not "subtracted" from the total number of absences.

➤ **PROCEDURE FOR ADDRESSING UNLAWFUL ABSENCES**

1. A letter will be mailed home upon the student's second unlawful absence.
2. A second letter will be mailed home upon the student's third unlawful absence.
3. After the 3rd unlawful absence, a school/family conference will be held to develop a mutually agreed upon School Attendance Improvement Plan (SAIP).
4. Once a SAIP agreement has been reached, if the child or family does not adhere to the agreement, a complaint may be filed with the district magistrate. If the family refuses to attend a SAIP meeting, the meeting will be held with school personnel and subsequent unlawful absences will result in a complaint to the district magistrate.
5. A complaint will be filed on a weekly basis for subsequent unlawful absences.

*****Copies of attendance correspondence from the Principal's Office will be forwarded to the Guidance Office.***

PENNSYLVANIA COMPULSORY ATTENDANCE LAW

Section 1325. Purpose.--The purpose of this subdivision is to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques in order to:

(1) Preserve the unity of the family whenever possible as the underlying issues of truancy are addressed.

(2) Avoid the loss of housing, the possible entry of a child to foster care and other unintended consequences of disruption of an intact family unit.

(3) Confine a person in parental relation to a child who is habitually truant only as a last resort and for a minimum amount of time.

(1325 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1325, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

(b) Enforcing Attendance.

Section 1326. Definitions.--When used in this article, the following words and phrases shall have the following meanings:

"Citation" shall mean a nontraffic citation or private criminal

"Compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age

until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. (Def. amended June 28, 2019, P.L.117, No.16)

"Conviction" shall mean a conviction under section 1333.2 for violation of the requirement for compulsory school attendance.

"Court" shall mean a magisterial district court, the Philadelphia Municipal Court or a court of common pleas.

"Department" shall mean the Department of Education of the Commonwealth.

"Educational entity" shall mean a public school district, charter school, regional charter school, cyber charter school or area career and technical school. (Def. amended Oct. 30, 2019, P.L.460, No.76)

"Excused absence" shall mean an absence from school which is permitted under section 1329.

"Governing body" shall mean the board of school directors of a school district or any other governing entity of a school.

"Habitually truant" shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance under this article.

"Judge" shall mean a magisterial district judge, a municipal court judge or a judge of a court of common pleas.

"Juvenile act" shall mean the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters).

"Migratory child" shall mean a child domiciled temporarily in a school district for the purpose of seasonal employment, but not acquiring residence therein, and a child accompanying his or her person in parental relation who is so domiciled.

"Offense" shall mean each citation filed under section 1333.1 for a violation of the requirement for compulsory school attendance under this article regardless of the number of unexcused absences alleged in the citation.

"Person in parental relation" shall mean a:

- (1) Custodial biological or adoptive parent.
- (2) Noncustodial biological or adoptive parent.
- (3) Guardian of the person of a child.
- (4) Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. § 6302 (relating to definitions). This definition shall not expand the right of a child under any other section of this act.

"School" shall mean the educational entity in which the child is enrolled.

"School attendance improvement conference" shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference:

- (1) The child.
- (2) The child's person in parental relation.
- (3) Other individuals identified by the person in parental relation who may be a resource.
- (4) Appropriate school personnel.
- (5) Recommended service providers.

"School day" shall mean the length of time that a child subject to compulsory school attendance is expected to be receiving instruction during a calendar day, as determined by the governing body.

"School year" shall have the same meaning as "school term" as defined in section 102, as applicable to a school district, and as further defined in section 1327(b) for a day school which is operated by a bona fide church or other religious body, section 1327.1(c) for a day school or boarding school accredited by an accrediting association which is approved by the State Board of Education, section 1327.1(d) for a home education program, sections 1501 and 1504 for a public school or a school district, section 1715-A(9) for a charter school, section 1749-A(a)(1) for a cyber charter school and section 1718-A(c) for a regional charter school.

"School-based or community-based attendance improvement program" shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C.

"Truant" shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance under this article.

"Unexcused absence" shall mean an absence from school which is not permitted by the provisions of section 1329 and for which an approved explanation has not been submitted within the time period and in the manner prescribed by the governing body. An out-of-school suspension may not be considered an unexcused absence.

(1326 amended Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which amended section 1326, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 26 of Act 16 of 2019 provided that the amendment of the definition of "compulsory school age" in this section and section 2103(8) shall apply to academic years commencing after the effective date of section 26.

Section 1327. Compulsory School Attendance.--(a) Except as hereinafter provided, every child of compulsory school age having a legal residence in this Commonwealth, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. In lieu of such school attendance, any child fifteen years of age with the approval of the district superintendent and the approval of the Secretary of Education, and any child sixteen years of age with the approval of the district superintendent of schools, may enroll as a day student in a private trade school or in a private business school licensed by the Department of Education, or in a trade or business school, or department operated by a local school district or districts. Such modified program offered in a public school must meet the standards prescribed by the State Board of Education or the State Board of Career and Technical Education. Except as hereinafter provided, every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. Such parent, guardian, or other person having control or charge of any child or children, fifteen or sixteen years of age, in accordance with

the provisions of this act, may send such child or children to a private trade school or private business school licensed by the Department of Education, or to a trade or business school, or department operated by a local school district or districts. Such modified program offered in a public school must meet the standards prescribed by the State Board of Education or the State Board of Career and Technical Education. Such child or children shall attend such school continuously through the entire term, during which the public schools in their respective districts shall be in session, or in cases of children of migrant laborers during the time the schools are in session in the districts in which such children are temporarily domiciled. The financial responsibility for the education of such children of migrant laborers shall remain with the school district in which such children of migrant laborers are temporarily domiciled; except in the case of special schools or classes conducted by an intermediate unit and approved by the Department of Education or conducted by the Department of Education. The certificate of any principal or teacher of a private school, or of any institution for the education of children, in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language, setting forth that the work of said school is in compliance with the provisions of this act, shall be sufficient and satisfactory evidence thereof. Regular daily instruction in the English language, for the time herein required, by a properly qualified private tutor, shall be considered as complying with the provisions of this section. For the purposes of this section, "properly qualified private tutor" shall mean a person who is certified by the Commonwealth of Pennsylvania to teach in the public schools of Pennsylvania; who is teaching one or more children who are members of a single family; who provides the majority of the instruction to such child or children; and who is receiving a fee or other consideration for such instructional services. No person who would be disqualified from school employment by the provisions of subsection (e) of section 111 may be a private tutor, as provided for in this section. The private tutor must file a copy of his Pennsylvania certification and the required criminal history record with the student's district of residence superintendent.

((a) amended Oct. 30, 2019, P.L.460, No.76)

(b) A child enrolled in a day school which is operated by a bona fide church or other religious body, and the parent, guardian or other person having control or charge of any such child or children of compulsory school age shall be deemed to have met the requirements of this section if that school provides a minimum of one hundred eighty (180) days of instruction or nine hundred (900) hours of instruction per year at the elementary level or nine hundred ninety (990) hours per year of instruction at the secondary level and:

(1) At the elementary school level, the following courses are taught: English, to include spelling, reading and writing;

arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

(2) At the secondary school level, the following courses are offered: English, to include language, literature, speech and composition; science, to include biology and chemistry; geography; social studies, to include civics, economics, world history, history of the United States and Pennsylvania; a foreign language; mathematics, to include general mathematics and statistics, algebra and geometry; art; music; physical education; health and physiology; and safety education, including regular and continuous instruction in the dangers and prevention of fires.

The requirements contained in sections 1511 and 1605 of this act shall not apply to such schools. The notarized affidavit of the principal of any such school, filed with the Department of Education and setting forth that such subjects are offered in the English language in such school, whether it is a nonprofit organization, and that such school is otherwise in compliance with the provisions of this act, shall be satisfactory and sufficient evidence thereof. It is the policy of the Commonwealth to preserve the primary right and the obligation of the parent or parents, or person or persons in loco parentis to a child, to choose the education and training for such child. Nothing contained in this act shall empower the Commonwealth, any of its officers, agencies or subdivisions to approve the course content, faculty, staff or disciplinary requirements of any religious school referred to in this section without the consent of said school.

(c) A child enrolled in a day or boarding school accredited by an accrediting association which is approved by the State Board of Education, and the parent, guardian or other person having designated control or charge of any child or children of compulsory school age shall be deemed to have met the requirements of subsection (a).

(d) Instruction to children of compulsory school age provided in a home education program, as provided for in section 1327.1 of this act, shall be considered as complying with the provisions of this section, except that any student who has been identified pursuant to the provisions of the Education of the Handicapped Act (Public Law 91-230, 20 U.S.C. § 1401 et seq.) as needing special education services, excluding those students identified as gifted and/or talented, shall be in compliance with the requirements of compulsory attendance by participating in a home education program, as defined in section 1327.1, when the program addresses the specific needs of the exceptional student and is approved by a teacher with a valid certificate from the Commonwealth to teach special education or a licensed clinical or certified school psychologist, and written notification of such approval is submitted with the notarized affidavit required under

section 1327.1(b). The supervisor of a home education program may request that the school district or intermediate unit of residence provide services that address the specific needs of the exceptional student in the home education program. When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services. ((d) added Dec. 21, 1988, P.L.1321, No.169)

(1327 amended Dec. 15, 1986, P.L.1602, No.178)

Section 1327.1. Home Education Program.--(a) The following words and phrases when used in this section shall have the meanings given to them in this subsection:

"Appropriate education" shall mean a program consisting of instruction in the required subjects for the time required in this act and in which the student demonstrates sustained progress in the overall program.

"Department" shall mean the Department of Education of the Commonwealth.

"Hearing examiner" shall not be an officer, employe or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

"Home education program" shall mean a program conducted, in compliance with this section, by the parent or guardian or such person having legal custody of the child or children.

"Supervisor" shall mean the parent or guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

((a) amended Oct. 31, 2014, P.L.2967, No.196)

(b) The requirements contained in sections 1511 and 1511.1, except as provided for in this section, and section 1605 shall not apply to home education programs. A home education program shall not be considered a nonpublic school under the provisions of this act.

(1) A notarized affidavit of the parent or guardian or other person having legal custody of the child or children, filed prior to the commencement of the home education program and annually thereafter on August 1 with the superintendent of the school district of residence and which sets forth: the name of the supervisor of the home education program who shall be responsible for the provision of instruction; the name and age of each child who shall participate in the home education program; the address and telephone number of the home education program site; that such subjects as required by law are offered in the English language, including an outline of proposed education objectives by subject area; evidence that the child has been immunized in accordance with the provisions of section 1303(a) and has received the health and medical services required for students of the child's age or grade level in Article XIV; and that the home

education program shall comply with the provisions of this section and that the notarized affidavit shall be satisfactory evidence thereof. The required outline of proposed education objectives shall not be utilized by the superintendent in determining if the home education program is out of compliance with this section and section 1327. The affidavit shall contain a certification to be signed by the supervisor that the supervisor, all adults living in the home and persons having legal custody of a child or children in a home education program have not been convicted of the criminal offenses enumerated in subsection (e) of section 111 within five years immediately preceding the date of the affidavit.

(2) In the event the home education program site is relocating to another school district within this Commonwealth during the course of the public school term or prior to the opening of the public school term in the fall, the supervisor of the home education program must apply, by registered mail, thirty (30) days prior to the relocation, to the superintendent of the district in which he or she currently resides, requesting a letter of transfer for the home education program to the district to which the home education program is relocating. The current superintendent of residence must issue the letter of transfer thirty (30) days after receipt of the registered mail request of the home education program supervisor.

(i) If the home education program is not in compliance with the provisions of this section, the superintendent of the current district of residence must inform the home education supervisor and the superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer.

(ii) If the home education program is in hearing procedures, as contained in this section, the superintendent of the current district of residence must inform the home education supervisor, the assigned hearing examiner and the superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer.

(3) The letter of transfer, required by clause (2), must be filed by the supervisor of the home education program with the superintendent of the new district of residence. In the case of pending proceedings, the new district of residence superintendent shall continue the home education program until the appeal process is finalized.

(c) A child who is enrolled in a home education program and whose education is therefore under the direct supervision of his parent, guardian or other person having legal custody shall be deemed to have met the requirements of section 1327 if that home education program provides a minimum of one hundred eighty (180) days of instruction or nine hundred (900) hours of instruction per year at the elementary level, or nine hundred ninety (990) hours per year at the secondary level:

(1) At the elementary school level, the following courses shall be taught: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

(2) At the secondary school level, the following courses shall be taught: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such courses of study may include, at the discretion of the supervisor of the home education program, economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses as contained in Chapter 5 (Curriculum Requirements) of the State Board of Education.

(d) The following minimum courses in grades nine through twelve are established as a requirement for graduation in a home education program:

- (1) Four years of English.
- (2) Three years of mathematics.
- (3) Three years of science.
- (4) Three years of social studies.
- (5) Two years of arts and humanities.

(d.1) (1) Notwithstanding any provision of this act or any other law or regulation to the contrary, a high school diploma awarded by a supervisor or an approved diploma-granting organization shall be considered as having all the rights and privileges afforded by the Commonwealth, a Commonwealth agency, including, but not limited to, the Pennsylvania Higher Education Assistance Agency, a political subdivision, a local agency and an authority or instrumentality of the Commonwealth or a political subdivision to a high school diploma awarded under this act, subject to subparagraphs (i) and (ii):

(i) In the case of a diploma awarded by a supervisor the following shall apply:

(A) The student receiving the diploma shall have completed all the requirements in subsection (d) while enrolled in a home education program that is in compliance with this section.

(B) The diploma shall be awarded to the student on a standardized form to be developed by the department and which shall be made available on the department's publicly accessible Internet website.

(C) The diploma shall be signed by the student's twelfth grade evaluator in confirmation of the student's suitability for graduation.

(ii) In the case of a diploma awarded by an approved diploma-granting organization the following shall apply:

(A) The student receiving the diploma shall have completed all the requirements in subsection (d) while enrolled in a home education program that is in compliance with this section.

(B) The diploma shall be awarded to the student on a standardized form to be developed by the organization.

(2) The department shall establish eligibility criteria and an application process for approving diploma-granting organizations to award high school diplomas to students enrolled in home education programs. The department shall maintain a list of approved diploma-granting organizations and post the list on the department's publicly accessible Internet website.

((d.1) added Oct. 31, 2014, P.L.2967, No.196)

(e) In order to demonstrate that appropriate education is occurring, the supervisor of the home education program shall provide and maintain on file the following documentation for each student enrolled in the home education program:

(1) A portfolio of records and materials. The portfolio shall consist of a log, made contemporaneously with the instruction, which designates by title the reading materials used, samples of any writings, worksheets, workbooks or creative materials used or developed by the student and in grades three, five and eight results of nationally normed standardized achievement tests in reading/language arts and mathematics or the results of Statewide tests administered in these grade levels. The department shall establish a list, with a minimum of five tests, of nationally normed standardized tests from which the supervisor of the home education program shall select a test to be administered if the supervisor does not choose the Statewide tests. At the discretion of the supervisor, the portfolio may include the results of nationally normed standardized achievement tests for other subject areas or grade levels. The supervisor shall ensure that the nationally normed standardized tests or the Statewide tests shall not be administered by the child's parent or guardian.

(i) A teacher or administrator who evaluates a portfolio at the elementary level (grades kindergarten through six) shall have at least two years of experience in grading any of the following subjects: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; and civics.

(ii) A teacher or administrator who evaluates a portfolio at the secondary level (grades seven through twelve) shall have at least two years of experience in grading any of the following subjects: English, to include language, literature, speech, reading and composition; science, to include biology, chemistry and physics; geography; social studies, to include economics, civics, world history, history of the United States and Pennsylvania; foreign language; and mathematics, to include general mathematics, algebra, trigonometry, calculus and geometry.

(iii) As used in this clause, the term "grading" shall mean evaluation of classwork, homework, quizzes, classwork-based tests and prepared tests related to classwork subject matter.

(2) An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist or a teacher certified by the Commonwealth or by a nonpublic school teacher or administrator. Any such nonpublic teacher or administrator shall have at least two years of teaching experience in a Pennsylvania public or nonpublic school within the last ten years. Such nonpublic teacher or administrator shall have the required experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The certified teacher shall have experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The evaluation shall also be based on an interview of the child and a review of the portfolio required in clause (1) and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the district of residence superintendent. In no event shall the evaluator be the supervisor or their spouse.

(f) The school district of residence shall, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks and other curriculum materials appropriate to the student's age and grade level.

(f.1) (1) Beginning January 1, 2006, the school district of residence shall permit a child who is enrolled in a home education program to participate in any activity that is subject to the provisions of section 511, including, but not limited to, clubs, musical ensembles, athletics and theatrical productions, provided that the child:

(i) Meets the eligibility criteria or their equivalent for participation in the activity that apply to students enrolled in the school district;

(ii) Meets the tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district; and

(iii) Complies with all policies, rules and regulations or their equivalent of the governing organization of the activity.

(2) For the purposes of this subsection, the school district of residence's program of interscholastic athletics, including varsity sports, shall be considered an activity and shall include all activities related to competitive sports contests, games, events or exhibitions involving individual students or teams of students whenever such activities occur between schools within the school district or between schools outside of the school district.

(3) Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a home education program to access such physical examination or medical

test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible Internet website.

(4) A board of school directors may adopt a policy to implement the requirements of this subsection. Such policy shall only apply to participation in activities and shall not conflict with any provisions of this section.

((f.1) added Nov. 10, 2005, P.L.374, No.67)

(g) When documentation is required by this section to be submitted to the hearing examiner, the hearing examiner shall return, upon completion of his review, all such documentation to the supervisor of the home education program. The hearing examiner may photocopy all or portions of the documentation for his files.

((g) amended Oct. 31, 2014, P.L.2967, No.196)

(h) ((h) deleted by amendment Oct. 31, 2014, P.L.2967, No.196)

(h.1) An evaluator's certification stating that an appropriate education is occurring for the school year under review shall be provided by the supervisor to the superintendent of the public school district of residence by June 30 of each year. If the supervisor fails to submit the certification due on June 30 to the superintendent, the superintendent shall send a letter by certified mail, return receipt requested, to the supervisor of the home education program, stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the board of school directors shall provide for a proper hearing in accordance with subsection (k).

((h.1) added Oct. 31, 2014, P.L.2967, No.196)

(i) ((i) deleted by amendment Oct. 31, 2014, P.L.2967, No.196)

(i.1) If the superintendent has a reasonable belief, at any time during the school year, that appropriate education may not be occurring in the home education program, he may submit a letter to the supervisor, by certified mail, return receipt requested, requiring that an evaluation be conducted in accordance with subsection (e)(2) and that an evaluator's certification stating that an appropriate education is occurring for the school year under review, be submitted to the district by the supervisor within thirty (30) days of the receipt of the certified letter. The certified letter shall include the basis for the superintendent's reasonable belief. If the tests, as required in subsection (e)(1), have not been administered at the time of the receipt of the certified letter by the supervisor, the supervisor shall submit the other required documentation to the evaluator and shall submit the test results to the evaluator with the completed documentation at the conclusion of the school year. If the certification is not submitted to the superintendent within thirty (30) days of receipt of the certified letter, the board of

school directors shall provide for a proper hearing in accordance with subsection (k).

((i.1) added Oct. 31, 2014, P.L.2967, No.196)

(j) ((j) deleted by amendment Oct. 31, 2014, P.L.2967, No.196)

(j.1) If the superintendent has a reasonable belief that the home education program is out of compliance with any other provisions of this section, the superintendent shall submit a letter to the supervisor by certified mail, return receipt requested, requiring a certification to be submitted within thirty (30) days indicating that the program is in compliance. The certified letter shall include the basis for the superintendent's reasonable belief. If the certification is not submitted within thirty (30) days of receipt of the certified letter, the board of school directors shall provide for a proper hearing in accordance with subsection (k).

((j.1) added Oct. 31, 2014, P.L.2967, No.196)

(k) If a hearing is required by the provisions of subsection (h.1), (i.1) or (j.1), the board of school directors shall provide for a proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The examiner shall render a decision within fifteen (15) days of the hearing except that he may require the establishment of a remedial education plan mutually agreed to by the superintendent and supervisor of the home education program which shall continue the home education program. The decision of the examiner may be appealed by either the supervisor of the home education program or the superintendent to the Secretary of Education, Commonwealth Court or court of common pleas.

((k) amended Oct. 31, 2014, P.L.2967, No.196)

(l) If the hearing examiner finds that the evidence does not indicate that appropriate education is taking place in the home education program, the home education program for the child shall be out of compliance with the requirements of this section and section 1327, and the student shall be promptly enrolled in the public school district of residence or a nonpublic school or a licensed private academic school. The home education program may continue during the time of any appeal.

((l) amended Oct. 31, 2014, P.L.2967, No.196)

(m) At such time as the child's home education program has been determined to be out of compliance with the provisions of this section and section 1327, the supervisor or spouse of the supervisor of the home education program shall not be eligible to supervise a home education program for that child, as provided for in subsection (b)(1) of this section, for a period of twelve (12) months from the date of such determination.

(n) Nothing in this section shall be construed to affect Federal or State law relating to special education for students with disabilities in home education programs.

((n) added Oct. 31, 2014, P.L.2967, No.196)

(1327.1 added Dec. 21, 1988, P.L.1321, No.169)

Section 1327.2. Attendance Policy at Charter, Regional Charter and Cyber Charter Schools.--(a) Each charter, regional charter and cyber charter school shall establish an attendance policy designed to accurately determine when a child who is enrolled in a charter, regional charter or cyber charter school has an unexcused absence, which may differ from the policy of the school district in which the child resides. The policy must conform to the provisions of this act relating to compulsory attendance.

(b) Notwithstanding section 1333.2(a), in the case of a child enrolled in a cyber charter school the venue for the filing of a citation under section 1333.1 shall be based upon the residence of the child. A cyber charter school may participate in a proceeding under sections 1333.1, 1333.2 and 1333.3 in person, by telephone conferencing, by video conferencing or by any other electronic means.

(c) Charter, regional charter and cyber charter schools shall report unexcused absences directly to the department annually through the Pennsylvania Information Management System (PIMS).

(1327.2 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1327.2, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1327.3. Attendance Policy at Nonpublic Schools.--(a) Each nonpublic school shall establish an attendance policy designed to accurately determine when a child who is enrolled in a nonpublic school has an unexcused absence, which may differ from the policy of the school district in which the child resides. The policy shall, at a minimum, conform to the provisions of this act relating to compulsory attendance but may contain additional criteria for determining when a student is determined to be deemed truant or habitually truant. The policy shall also contain actions prescribed by the nonpublic school in response to a determination of truant or habitually truant which may include expulsion.

(b) At such time that the child is deemed habitually truant as defined in section 1326, the venue for the filing of a citation or referral under section 1333.1 shall be based upon the residence of the child and executed by the school district of residence. A nonpublic school may participate in a proceeding under sections 1333.1, 1333.2 and 1333.3 in person, by phone conferencing, by video conferencing or by any other electronic means.

(c) The following sections shall apply to nonpublic schools:

- (1) Section 1326.
- (2) Section 1327.
- (3) This section.
- (4) Section 1329.
- (5) Section 1330.
- (6) Section 1332.

- (7) Section 1333.
- (8) Section 1333.1.
- (9) Section 1333.2.
- (10) Section 1333.3.

(1327.3 added June 22, 2018, P.L.241, No.39)

Section 1328. Compulsory Education of Physical Defectives.-- Every parent, guardian, or other person, having control or charge of any child of compulsory school age who is deaf or blind, or is so crippled, or whose hearing or vision is so defective as to make it impracticable to have such child educated in the public schools of the district in which he is a resident, shall allow such child to be sent to some school where proper provision is made for the education of the deaf, or of the blind, or of crippled children, or shall provide for the tuition of such child by a legally certified private tutor.

Section 1329. Excuses from Attending School.--(a) The board of school directors of any school district may, upon certification by any licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it, showing that any child or children are prevented from attending school, or from application to study, on account of any mental, physical, or other urgent reasons, excuse such child or children from attending school as required by the provisions of this act, but the term "urgent reasons" shall be strictly construed and shall not permit of irregular attendance. In every such case, such action by the board of school directors shall not be final until the approval of the Department of Education has been obtained. Every principal or teacher in any public, private, or other school may, for reasons enumerated above, excuse any child for non-attendance during temporary periods.

(a.1) A school district may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the school district consistent with State Board of Education regulations.

(a.2) (1) A school district may excuse a student from school attendance to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location and time of the event or funeral. The student shall furnish the signed excuse to the school district prior to being excused from school.

(2) As used in this subsection, the following words and phrases shall have the meanings given to them in this paragraph:

"Incorporated unit." An incorporated post, branch, camp, detachment, lodge or other subordinate unit of a national veterans' organization.

"National veterans' organization." A veterans' organization having a national charter.

((a.2) added June 22, 2018, P.L.241, No.39)

(b) Pursuant to the requirements of 22 Pa. Code § 11.41 (relating to school district policies and rules), the board of school directors shall formally adopt, as part of its written rules governing pupil absences and excusals, a policy permitting a student to be excused for participation in a project sponsored by an organization that is eligible to apply for a grant under section 5(3) of the act of July 8, 1986 (P.L.437, No.92), known as the "Pennsylvania Agricultural Fair Act."

(c) If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the school district, the student's absence from school shall be deemed excused. ((c) added Nov. 3, 2016, P.L.1061, No.138)

(d) Notwithstanding any provision of law to the contrary, a student shall be excused during school hours for the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. ((d) added Nov. 3, 2016, P.L.1061, No.138)

(e) The Department of Education shall provide guidance, resources and strategies for families, schools and students related to students with chronic health conditions which shall be posted on the department's publicly accessible Internet website.

((e) added Nov. 3, 2016, P.L.1061, No.138)

(1329 amended Apr. 18, 2014, P.L.634, No.40)

Compiler's Note: Section 10 of Act 138 of 2016, which added subsections (c), (d) and (e), provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter. See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1330. Exceptions to Compulsory Attendance.--The provisions of this act requiring regular attendance shall not apply to any child who--

(1) Has attained the age of sixteen (16) years, and who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to law;

(2) Has been examined by an approved mental clinic or by a person certified as a public school psychologist or psychological examiner, and has been found to be unable to profit from further public school attendance, and who has been reported to the board of school directors and excused, in accordance with regulations prescribed by the State Board of Education. ((2) amended Oct. 21, 1965, P.L.601, No.312)

(3) Has attained the age of fifteen (15) years and is engaged in farm work or domestic service in a private home on a permit issued by the school board or the designated school official of the school district of the child's residence, in accordance with regulations which the Superintendent of Public Instruction is hereby authorized to prescribe;

(4) Has attained the age of fourteen (14) years and is engaged in farm work or domestic service in a private home on a permit issued as provided in clause (3) of this section, and who has satisfactorily completed, either in public or private schools, the equivalent of the highest grade of the elementary school organization prevailing in the public schools of the district in which he resides, if the issuance of such a permit has first been recommended by the district superintendent of schools having supervision of the schools of the district where such child resides, or by the principal of the private school where such child is enrolled, and the reason therefor has been approved by the Superintendent of Public Instruction; ((4) amended Jan. 14, 1970, 1969 P.L.468, No.192)

(5) Except in districts of the fourth class and those of the third class located wholly within the boundary lines of a township, or within the boundary lines of a borough which has a population of less than five hundred (500) inhabitants to the square mile, resides two miles or more by the nearest public highways from any public school in session and no proper free transportation is furnished to such child to and from school.

((5) amended May 11, 1949, P.L.1195, No.361)

Section 1331. Free Transportation or Board and Lodging.--In case there is no public school with the proper grades in session within two miles by the shortest public highway of the residence of any child in a school district of the fourth class, or in a township which is a school district of the third class, or in a borough which has a population of less than five hundred (500) inhabitants to the square mile and which is a school district of the third class, such child shall be furnished proper transportation at the expense of the school district to and from a school with the proper grades. When it is not feasible to provide such transportation, the board of school directors may, in lieu thereof, with the approval of the Department of Public Instruction, pay for suitable board and lodging for any such child.

(1331 amended May 11, 1949, P.L.1195, No.361)

Section 1332. Reports of Enrollments; Attendance and Withdrawals; Public and Private Schools.--Every principal or teacher in every public school, and every principal, teacher or tutor in every school other than a public school, and in every institution for children, and every private teacher in every school district, shall, immediately after their admission to such school or institution, or at the beginning of such private teaching, furnish to the district superintendents, attendance officers, home and school visitors, or secretaries of the boards of school directors of the districts wherein the parents or guardians of such children reside, lists of the names and residences of all children between six (6) and eighteen (18) years of age enrolled in such school or institution, or taught by such private teachers; and shall further report at once to such district superintendent, or secretary of the board of school

directors, the name and date of withdrawal of any such pupil withdrawing from any such school or institution, or from such private instruction, if such withdrawal occurs during the period of compulsory attendance in said district. Every principal or teacher in a school other than a public school, and every private teacher, shall also report at once to the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the district, any such child who has been absent three (3) days, or their equivalent, during the term of compulsory attendance, without lawful excuse.

(1332 amended Jan. 14, 1970, 1969 P.L.468, No.192)

Section 1333. Procedure When Child is Truant.--(a) When a child is truant, the school shall notify in writing the person in parental relation with the child who resides in the same household as the child of the child's violation of compulsory school attendance within ten (10) school days of the child's third unexcused absence. The notice:

(1) shall include a description of the consequences that will follow if the child becomes habitually truant;

(2) shall be in the mode and language of communication preferred by the person in parental relation;

(3) may include the offer of a school attendance improvement conference; or

(4) when transmitted to a person who is not the biological or adoptive parent, shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

(b) If the child continues to incur unexcused absences after the school has issued the notice under subsection (a), the school shall then offer by advance written notice a school attendance improvement conference to the child and the person in parental relation, unless a conference was previously held following the notice provided under subsection (a). The following shall apply:

(1) This subsection does not place a legal requirement upon the child or person in parental relation to attend the conference.

The conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.

(2) The outcome of the conference shall be documented in a written school attendance improvement plan. The department shall develop a form to be used for this purpose, and each school shall use a form substantially similar to the form developed by the department.

(3) Further legal action may not be taken by the school to address unexcused absences by the child until after the date for the scheduled school attendance improvement conference has passed.

(c) Schools shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

(d) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1. (1333 amended Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which amended section 1333, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

The Department of Public Welfare, referred to in this section, was redesignated as the Department of Human Services by Act 132 of 2014.

Section 28 of Act 207 of 2004 provided that any and all references in any other law to a "district justice" or "justice of the peace" shall be deemed to be references to a magisterial district judge.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1333.1. Procedure by School When Child Habitually Truant.--(a) When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

(1) Shall refer the child to either of the following:

(i) A school-based or community-based attendance improvement program.

(ii) The county children and youth agency for services or for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters).

(2) May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child.

(b) When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either:

(1) Refer the child to a school-based or community-based attendance improvement program or service.

(2) File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.

(c) If a child who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the school attendance improvement conference, the school may refer the child to the county children and youth agency for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63.

(d) When referring a habitually truant child to the county children and youth agency or filing a citation with the court because a child has been habitually truant, the school shall provide verification that a school attendance improvement conference was held.

(e) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1. (1333.1 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1333.1, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1333.2. Procedure Upon Filing of Citation.--(a) The venue for the filing of a citation under section 1333.1 shall be based on the location of the school in which the child is enrolled or shall be enrolled except where section 1327.2(b) applies.

(b) When a citation is filed against a child or a person in parental relation who resides in the same household as the child under the provisions of section 1333.1, the judge shall provide the following notices:

(1) Written notice of the hearing with respect to the citation to the school, the person in parental relation, the child and the county children and youth agency.

(2) Notice to the child or person in parental relation who resides in the same household as the child of the availability of a preconviction diversionary program authorized under 42 Pa.C.S. § 1520 (relating to adjudication alternative program).

(c) At the hearing with respect to the citation, the burden is on the school to prove beyond a reasonable doubt that, while subject to compulsory school attendance, the child was habitually and without justification truant from school.

(d) It shall be an affirmative defense to a citation filed under this subdivision of this article against a person in parental relation to the child who resides in the same household as the child if the person in parental relation to the child who resides in the same household as the child took every reasonable step to ensure attendance of the child at school.

(e) An affirmative defense under subsection (d) must be proven by a preponderance of the evidence.

(f) The court shall determine whether the evidence has established that a child or person in parental relation has violated the compulsory school attendance requirements of this article and shall enter that verdict on the record.

(g) The school shall, to the extent possible, inform the court of any prior conviction of the child or person in parental relation who resides in the same household as the child for a violation of the compulsory school attendance requirement of this article.

(h) Before entering a sentence the judge shall permit the school, person in parental relation or child to present relevant information that will assist the judge in making an informed decision regarding the appropriate sentence. The child's school attendance after the citation has been filed and while the

proceeding is pending may be considered for the purpose of imposing a sentence.

(1333.2 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1333.2, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1333.3. Penalties for Violating Compulsory School Attendance Requirements.--(a) A person convicted of an offense under this article may be:

(1) sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars (\$300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars (\$500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars (\$750) together with court costs;

(2) sentenced to perform community service; or

(3) required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.

(b) The court may suspend the sentence of a person convicted of an offense and may remit or waive fines and costs if the child attends school in accordance with a plan devised by the court.

(c) A person convicted of an offense under this article shall have a right to appeal de novo to a court of common pleas of the proper county within thirty (30) days of the conviction. After thirty (30) days, the appeal shall proceed similar to other appeals of summary convictions.

(d) No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of compulsory school attendance if any of the following circumstances apply:

(1) A proceeding is already pending under sections 1333.1 and 1333.2 against the child or a person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.

(2) A referral for services has been made to the county children and youth agency under this subdivision, the agency has not closed the case and the educational entity has not consulted with the county children and youth agency prior to filing the petition. ((2) amended June 22, 2018, P.L.241, No.39)

(3) A petition has been filed alleging the child is dependent due to being habitually truant under 42 Pa.C.S. Ch. 63 (relating to juvenile matters) and the case remains under the jurisdiction of the juvenile court.

(e) Upon a second or subsequent conviction of a child or a person in parental relation with the child who resides in the same household as the child for a violation of the requirements of compulsory school attendance in a court within this Commonwealth within a three-year period, the court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.

(f) Upon failure of a person to satisfy the penalty imposed by the court under subsection (a), the person in parental relation may be found in contempt of court and, upon conviction, may be sentenced to the county jail for a period not to exceed three (3) days in any one case. The court shall make such a determination based on specific finding that the person in parental relation had reasonable ability to comply with the penalty imposed and that noncompliance was willful. The following shall apply:

(1) In the case of a child, the failure to satisfy a fine or costs imposed under this section shall not be considered a delinquent act.

(2) The president judge of a judicial district may adopt a local policy under 42 Pa.C.S. § 6304 (relating to powers and duties of probation officers) and the Pennsylvania Rules of Juvenile Court Procedure to provide that a juvenile probation officer may receive allegations that the child who fails to satisfy a fine or costs imposed under this section is dependent for the purpose of considering the commencement of proceedings under 42 Pa.C.S. Ch. 63.

(g) (1) If a child is convicted of a violation of the compulsory school attendance requirements of this article, the court may send the Department of Transportation a certified record of the conviction on a form prescribed by the department only if the child fails to comply with a lawful sentence entered for the violation and is not subject to an exception to compulsory attendance under section 1330.

(2) The Department of Transportation shall suspend for ninety (90) days the operating privilege of a child upon receiving a certified record that the child was convicted of a summary offense under the compulsory school attendance requirements of this article. If the Department of Transportation receives a certified record of a second or subsequent conviction of a child pursuant to this section, the department shall suspend the child's operating privilege for six (6) months.

(3) A child whose record is received by the Department of Transportation under this section and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. §§ 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time period specified in

paragraph (2). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of disqualification, revocation or suspension of operating privilege) for the time specified in paragraph (2).

(4) A child whose driving privileges have been suspended or whose eligibility for a permit or license is delayed under this section may have that license or eligibility restored by providing the Department of Transportation with a form developed by the Department of Transportation containing the following information in the form of a certified record from the child's school that the child:

(i) has attended school for a period of at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or unexcused tardy;

(ii) is subject to an exception to compulsory attendance under section 1330; or

(iii) graduates, withdraws from school pursuant to compulsory attendance requirements under section 1327, receives a general education diploma or enlists in the military.

(5) An insurer may not increase premiums, impose a surcharge or rate penalty, make a driver record point assignment for automobile insurance or cancel or refuse to renew an automobile insurance policy on account of a suspension under this section.

(6) Nothing in this section shall prohibit a child who is convicted of a violation of the compulsory school attendance requirements of this article from being eligible for an occupational limited license under 75 Pa.C.S. § 1553 (relating to occupational limited license).

(h) (1) Upon application from a child who has a conviction of a summary offense under section 1333.2, the court shall grant an expungement of the conviction from the child's record if all of the following apply:

(i) The child has earned a high school diploma, a Commonwealth secondary school diploma or another Department of Education-approved equivalent or is subject to an exception to compulsory attendance under section 1330.

(ii) The child has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.

(2) If the court grants an expungement under paragraph (1), the court shall order the Department of Transportation to expunge all administrative records related to the convictions.

(i) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

(ii) (Reserved)

(1333.3 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1333.3, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1333.4. Study of Truancy Procedure.--(a) Five (5) years after commencement of the first school year to which section 1333 applies, the Joint State Government Commission shall undertake a study of the procedures for how a school handles children who are truant and habitually truant and evaluate the effectiveness of the procedures in improving school attendance and whether the procedures should be revised, including to require court involvement sooner in certain truancy cases.

(b) The Joint State Government Commission shall establish an advisory committee that may include representatives of the Department of Education, educational entities and organizations, the judiciary, district attorneys, law enforcement, public organizations involved in truancy issues, representatives of county children and youth agencies and juvenile justice agencies and other organizations selected by the Joint State Government Commission to consult with the Joint State Government Commission in conducting the study.

(c) The Joint State Government Commission shall hold informational meetings to receive testimony from professionals or organizations with expertise in truancy and truancy prevention.

(d) The Joint State Government Commission shall issue a report of its findings and recommendations to the Education Committee of the Senate and the Education Committee of the House of Representatives not later than twelve (12) months after undertaking the study.

(1333.4 added Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which added section 1333.4, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

See section 21 of Act 55 of 2017 in the appendix to this act for special provisions relating to applicability.

Section 1334. Children Lacking Clothing or Food.--Whenever the board of school directors, or the attendance officer, home and school visitor, superintendent, or secretary of any board of school directors, ascertains that any child of compulsory school age, who is by the provisions of this act required to attend the public schools in the district over which such board of school directors has control, is unable to do so, on account of lack of necessary clothing or food, such case shall be promptly reported to any suitable relief agency operating in the school district, or, if there is no such suitable relief agency to which the case can be referred, it shall be reported to the proper county board of assistance for investigation and relief.

(1334 amended Jan. 14, 1970, 1969 P.L.468, No.192)

Section 1335. Furnishing Food, Including Milk, to School Children.--The directors in all school districts are hereby authorized and empowered to furnish food, including milk, to the under-nourished and poor school children attending the schools within their districts at the expense of the school district. The

provisions of this section shall not be limited or affected by the acceptance and distribution by school directors of surplus commodities made available by the Federal Government.

Section 1336. Furnishing Vitamin Products to Pupils.--(1336 repealed May 9, 1949, P.L.939, No.263)

Section 1337. Nonprofit School Food Program.--(a) Definitions. For the purpose of this section--"school food program" means a program under which food is served by any school on a nonprofit basis to children in attendance, including any such program under which a school receives assistance out of funds appropriated by the Congress of the United States.

(b) Expenditure of Federal Funds. The Department of Education is hereby authorized to accept and direct the disbursement of funds appropriated by any act of Congress, and apportioned to the State, for use in connection with school food programs. The Department of Education shall deposit all such funds received from the Federal Government in a special account with the Treasurer of the State who shall make disbursements therefrom upon the direction of the Department of Education.

(c) Administration of Program. The Department of Education may enter into such agreements with any agency of the Federal Government, with any board of school directors, or with any other agency or person prescribe such regulations, employ such personnel, and take such other action as it may deem necessary to provide for the establishment, maintenance, operation and expansion of any school food program, and to direct the disbursement of Federal and State funds in accordance with any applicable provisions of Federal or State law. The Department of Education may give technical advice and assistance to any board of school directors in connection with the establishment and operation of any school food program, and may assist in training personnel engaged in the operation of such program. The Department of Education, and any board of school directors, may accept any gift for use in connection with any school food program.

(d) Boards of School Directors.

(1) Pursuant to any power of boards of school directors to operate or provide for the operation of school food programs in schools under their jurisdiction, boards of school directors may use therefore funds disbursed to them under the provisions of this section, gifts and other funds, received from sale of school food under such programs.

(2) (i) Pursuant to subclause (ii), regardless of whether a student has money to pay for a school meal or owes money for school meals, each board of school directors shall establish a requirement for schools under its jurisdiction to provide a school food program meal to a student who requests one, unless the student's parent or guardian has specifically provided written directive to the school to withhold a school meal.

(ii) If a student is not eligible for participation in the school food program and owes greater than fifty dollars (\$50) in

a school year for school meals, a school may provide the student with alternative meals instead of school food program meals until the student's unpaid balance for school meals is paid or a payment plan has been established with the school to reduce the unpaid balance.

(3) Each board of school directors shall require schools under its jurisdiction to comply with the following when a student owes money for five or more school meals:

(i) The school shall make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program.

(ii) The school may offer assistance with applying for participation in the school food program.

(4) Each board of school directors shall:

(i) Require schools under its jurisdiction to direct communications regarding money owed by a student for school meals to the student's parent or guardian and not to the student if the student is enrolled in grades kindergarten through eight. For a student enrolled in grades nine through twelve, the board of school directors may require the schools to direct communications regarding a low balance or money owed by a student for school meals to the student if the communications are made individually to the student by appropriate school personnel and are made discreetly.

(ii) Permit schools under its jurisdiction to contact the student's parent or guardian by means of a letter addressed to the parent or guardian that is delivered by the student.

(5) Each board of school directors shall prohibit schools under its jurisdiction from implementing the following:

(i) Publicly identifying or stigmatizing a student who cannot pay for a school meal or who owes money for school meals. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes. It shall not constitute public identification or stigmatization of a student for a school to provide a student with an alternative meal pursuant to clause (2)(ii).

(ii) Requiring a student who cannot pay for a school meal to perform chores or other work to pay for the school meal. This subclause shall not apply if chores or other work are required of all students regardless of the student's inability to pay for the school meal.

(iii) Requiring a student to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

((d) amended June 28, 2019, P.L.117, No.16)

(e) Accounts, Records, Reports and Operations. The Department of Education shall prescribe regulations for the keeping of accounts and records, and the making of reports by, or under the

supervision of boards of school directors. Such accounts and records shall at all times be available for inspection and audit by authorized officials, and shall be preserved for such period of time, not in excess of five years, as the Department of Education may lawfully prescribe. The Department of Education shall conduct or cause to be conducted such audits, inspections, and administrative reviews of accounts, records, and operations with respect to school food programs, as may be necessary to determine whether its agreements with boards of school directors, and regulations made pursuant to this section, are being complied with, and to insure that school food programs are effectively administered.

(f) ((f) repealed June 5, 2020, P.L.223, No.30)

(1337 amended Dec. 6, 1972, P.L.1430, No.314)

Section 1337.1. School Lunch and Breakfast Reimbursement.--

(a) Schools that participate in the school lunch program shall be reimbursed in the following manner:

(1) Subject to future adjustments under clause (2), each school which offers the school lunch program shall receive a reimbursement of no less than ten cents (10¢) per lunch served, exclusive of any reimbursements under subsection (c).

(2) For the 2000-2001 school year and each school year thereafter, reimbursements for the school lunch program shall be fixed by regulation of the Department of Education: Provided, That such reimbursements shall be no less than the amounts per lunch served established by clause (1).

(b) Schools that participate in the school breakfast program shall be reimbursed in the following manner:

(1) Subject to future adjustments under clause (2), each school which offers the school breakfast program shall receive a reimbursement of no less than ten cents (10¢) per breakfast served.

(2) For the 2000-2001 school year and each school year thereafter, reimbursements for the school breakfast program shall be fixed by regulation of the Department of Education: Provided, That such reimbursements shall be no less than the amounts per breakfast served established by clause (1).

(c) Schools that participate in both the school lunch program and the school breakfast program shall be provided with the following incentive reimbursements:

(1) Subject to future adjustments under clause (3), each school which offers both a school lunch program under subsection (a) and a school breakfast program under subsection (b) which serves less than or equal to twenty per centum (20%) of its student enrollment shall receive an additional reimbursement of two cents (2¢) per lunch served.

(2) Subject to future adjustments under clause (3), each school which offers a school lunch program under subsection (a) and a school breakfast program under subsection (b) which serves more than twenty per centum (20%) of its student enrollment shall

receive an additional reimbursement of four cents (4¢) per lunch served.

(3) For the 2000-2001 school year and each school year thereafter, reimbursements for the school breakfast incentive program shall be fixed by regulation of the Department of Education: Provided, That such reimbursement shall be no less than the amounts per lunch served established by clauses (1) and (2).

(c.1) ((c.1) deleted by amendment)

(d) For the purposes of this section, the following terms shall have the following meanings:

"School" shall have the same meaning as given to that term in 7 CFR 210.2 (relating to definitions).

"School lunch program" shall have the same meaning as given to the term "National School Lunch Program" in 7 CFR 210.2 (relating to definitions).

"School breakfast program" shall have the same meaning as given to that term in 7 CFR Pt. 220 (relating to School Breakfast Program).

(1337.1 amended June 30, 2012, P.L.684, No.82)

Section 1338. Dependent Children.--In case any child of compulsory school age cannot be kept in school in compliance with the provisions of this act, on account of incorrigibility, truancy, insubordination, or other bad conduct, or if the presence of any child attending school is detrimental to the welfare of such school, on account of incorrigibility, truancy, insubordination, or other bad conduct, the board of school directors may, by its superintendent, secretary, attendance officer or State, municipal, port authority, transit authority or housing authority police officer, under such rules and regulations as the board may adopt, proceed against said child before the juvenile court, or otherwise, as is now or may hereafter be provided by law for incorrigible, truant, insubordinate, or dependent children.

(1338 amended Nov. 17, 1995, 1st Sp.Sess, P.L.1110, No.29)

Section 1338.1. Suspension of Operating Privilege.--(1338.1 repealed Nov. 3, 2016, P.L.1061, No.138)

Compiler's Note: Section 10 of Act 138 of 2016, which repealed section 1338.1, provided that Act 138 shall apply to the 2017-2018 school year and each school year thereafter.

Section 1338.2. Antitrucancy Programs.--(1338.2 repealed June 5, 2020, P.L.223, No.30)

Section 1339. Reports to Superintendent of Public Instruction.--Every school district shall report to the Superintendent of Public Instruction upon the enforcement of the provisions for compulsory attendance and the cost thereof, in such detail as said Superintendent of Public Instruction shall request.

(c) Attendance Officers and Home and School
Visitors.

((c) amended May 9, 1949, P.L.939, No.263)

Section 1341. Duty to Employ; Power of Arrest;
Certification.--(a) The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class may, employ one or more persons to be known as attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance. Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his way to or from school. All home and school visitors shall be legally certified as such by the Department of Education, upon meeting such standards as shall be prescribed by the State Board of Education.

(b) Any two or more school districts may join in the appointment of an attendance officer on such terms as they may mutually agree upon.

(c) State, municipal, port authority, transit authority, housing authority and school police officers shall have the same arrest powers as attendance officers or home and school visitors.

(1341 amended Nov. 17, 1995, 1st Sp.Sess., P.L.1110, No.29)

Section 1342. Term of Employment; Compensation.--Attendance officers or home and school visitors may be employed for the full calendar year, and shall be paid such amounts and in such manner as the board of school directors appointing them may decide. They shall at all times perform the duties of their appointment under the direction of the board of school directors appointing them.

In districts of the first class the minimum salaries of attendance officers and home and school visitors in elementary schools shall be: Minimum annual salary, one thousand two hundred dollars (\$1200); minimum annual increment, one hundred dollars (\$100); minimum number of increments, ten (10). No school district of the first class shall, reduce the compensation of any attendance officer below that paid on the second day of July, one thousand nine hundred thirty-seven.

In order to view the Public School Code of 1949 in its entirety, the following link is provided:

<https://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1949/0/0014..HTM>

TARDINESS

Any student who reports to the High School at or later than 7:51 A.M. but on or before 9:00 A.M. shall be considered tardy. Any student who arrives at school after 9:00 AM and before 10:05 A.M. will be charged with a $\frac{1}{4}$ day A.M. absence. Students arriving between 10:05 and 11:10 A.M. will be charged with $\frac{1}{2}$ day A.M. absence. Students who arrive later than 11:10 A.M. will be charged with a full day (1) absence.

Exceptions:

- A. Late bus arrival
- B. Motor vehicle accident
- C. Late arrival due to any of the reasons listed under the "excused absence" section of this policy herein stated.
- D. Inclement weather

TARDINESS PROCEDURE

- Students are to report to the High School Office to receive the proper late pass if arriving at school after 7:57 AM. Prior to that time, driving students should report to the teacher on duty at the crossroads and students being dropped off will report to the teacher on duty at the flag pole entrance for their passes.
- Students must show a pass to a teacher if the student is late to any class period. No teacher should detain students from any class.
- Parental Notification - After the principal has been notified of a chronic tardy or attendance problem and the principal or his/her designee has spoken to the affected student, the administration will contact the parents to notify them of the problem. If this does not bring results, a conference will occur between the student, parents, classroom teacher, principal, and counselor.

EARLY DISMISSAL PROCEDURE

Students who leave school prior to 11:10 A.M. and do not return will be charged one (1) full day of absence. If a student leaves between 11:11 A.M. and 12:15 P.M. he/she will receive $\frac{1}{2}$ P.M. absence. Students who leave after 12:15 P.M. but prior to 1:20 P.M. will be charged with $\frac{1}{4}$ day absence. Students who leave after 1:20 P.M. are given credit for a full day present attendance.

EMERGENCY DISMISSAL PROCEDURE

Should emergencies arise, a student may be dismissed from school in the following manner:

- A parent/guardian coming personally to the high school office and leaving a note of request.
- A parent/guardian calling the school and requesting the dismissal. This call will be verified by a call from the school at the time of dismissal.
- By reporting to the Health Room when ill.
- Students who are late to school or leave early but are present for some portion of the day shall refer to page 67 for guidelines pertaining to gathering and submitting student assignments.

COLLEGE VISITS

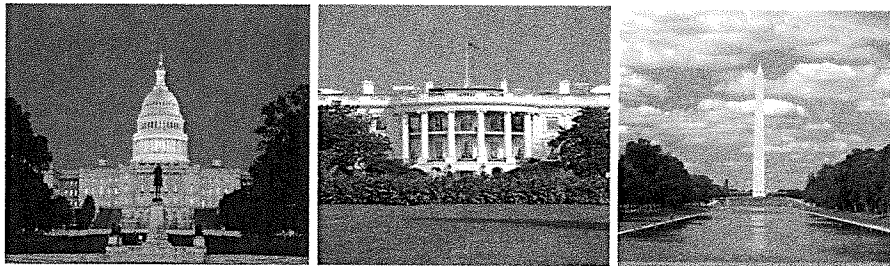
Parents seeking school approval and an excused absence for their child to visit a college for the purpose of being interviewed by an admissions officer or other college official must do the following:

- Obtain the permission form from the Guidance Office at least one (1) week prior to the visit.
- Have the parent/guardian section filled out, signed, and turned in to the assistant principal's secretary.
- Take the college form with them to the visit and have it signed by an official of the college. Only students in grades 11 and 12 will be excused from school for a college interview. Only 3 visitations will be authorized for a given student per year.
- College visits are considered educational travel and therefore count as an excused absence.



PARENT/GUARDIAN SPONSORED EDUCATIONAL FIELD TRIPS

- Applications for Educational Field Trips are available in the office of the secretary to the Assistant Principal.
- Forms are to be turned in to the Assistant Principal **at least one week in advance** of departure.
- Once the form has been filled out by the parent/guardian and approved by the Assistant Principal, the student will be given an "Educational Field Trip Homework Collection Form". The form must be signed by all of the student's teachers and turned in to the Assistant Principal's office to be copied for the Guidance Office.
- Long-term assignments and projects due during the trip should be submitted **BEFORE** departure.
- An official letter will be mailed to the parent/guardian with the guidelines for approved attendance on an educational field trip.
- Students are required to write a 250 word essay, following the established guidelines included with the approval letter, describing their experience, as well as makeup all work missed while on the trip.
- Absences for approved Parent/Guardian Education Field Trips are excused. **However, if the student who has received approval does not submit his/her required essay upon return to school, the days of absence will be considered "unexcused" for ages 17 and over and "unlawful" for ages 16 and under.**
 - **Educational Field Trips WILL NOT be approved during PSSA and Keystone Exams for any student in a testing grade and/or cohort.**
 - **Students wishing to take an Educational Field Trip during the week of final exams must have prior approval from a building administrator.**
 - **And at the discretion of the principal, students may be required to return to take final exams after he/she returns from the trip.**
 - **Educational Field Trips will be limited to a maximum number of 6 excused days. All other days may be considered unlawful at the discretion of the administration.**



ATTENDANCE REQUIREMENTS AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- A student is required to be in school for one-half of the day on which he or she intends to participate in any after school or evening activity and must **arrive on or before 10:30 AM.** **This rule covers sports, band, club activities, rehearsals, practices, and performances.**

Exceptions to this rule can be granted by the Principal or Assistant Principal.

- Students violating these rules can expect the following penalties:
 1. **1st violation** - No admittance to the activity or suspension for one day from the activity.
 2. **2nd violation** - No admittance to the activity or suspension from the activity for three days.
 3. **3rd violation** - Possible suspension from the activity for its duration.
- If a student misses school on a Friday and wishes to participate in co-curricular activity on a Saturday or Sunday, they must present an absence note to the supervising teacher (coach, drama teacher, etc.)

REPEALER

Any policy, practice, or procedure, inconsistent herewith, is herewith repealed.

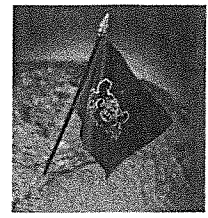
SECTION VI: STUDENT RESPONSIBILITIES

- PENNSYLVANIA SCHOOL CODE 79
- USE OF SPECIAL TOOLS, EQUIPMENT, AND MATERIALS 79
- SCHOOL ARRIVAL PROCEDURES 79
- FLAG SALUTE 80
- CLASS RESPONSIBILITIES 80
- PROMPTNESS TO CLASS 80
- CONDUCT IN CLASS 80
- PROCEDURE FOR LEAVING CLASS 80
- SCHOOL DISMISSAL PROCEDURES 81
- HAZARDOUS AND ANNOYING MATERIALS 81
- STUDENT ENTERTAINMENT/COMMUNICATION DEVICES 81
- REGULATIONS FOR DRIVING/PARKING MOTOR VEHICLES 82
- LOUD, ABUSIVE OR PROFANE LANGUAGE OR BEHAVIOR 82
- SEARCH OF SCHOOL PROPERTY 82
- SEARCH OF STUDENT AND STUDENT BELONGINGS 83

PENNSYLVANIA SCHOOL CODE

Student responsibilities include the following:

- Regular attendance
- Conscientious effort in classroom work
- Conformance to school rules and regulations
- Most of all, students share with the administration and faculty a responsibility to create a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Make-up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.



USE OF SPECIAL TOOLS, EQUIPMENT, AND MATERIALS

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items are in force. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Tools and equipment of a sharp or potentially dangerous nature must be used under the supervision of the teacher and at no other time.
- Students must use tools and equipment of a sharp or potentially dangerous nature in a safe and mature way as required by the nature of the course.

****Violation(s) of these and more specific classroom rules will result in disciplinary action.**

SCHOOL ARRIVAL PROCEDURES

- Arriving students must use their designated entrance to the building. Students that drive will enter at the bus loading dock and students being dropped off, at the flag pole entrance.
- **Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.**
- All students arriving to school bringing athletic equipment bags will report directly to the designated room in the library to drop off equipment to be held during the school day. The equipment room will be locked and will only be opened at the designated dismissal times for athletes or at the end of the school day.
- Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
- Students may not enter the building prior to **7:40 A.M.** unless they ride a bus that has been designated for an early drop off. Those students must report to the auditorium until the 7:40 A.M. bell
- Beginning at **7:40 A.M.**, students must report directly to their lockers and then proceed to their homeroom. Loitering is not permitted in the corridors or any other area of the school. **All students in the building must be seated in their homeroom class by 7:51 a.m.**
- Students must obtain prior permission from a building teacher or administrator in order to leave their homeroom.

FLAG SALUTE



Opening of school activities include the recitation of the Pledge of Allegiance. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

CLASS RESPONSIBILITIES

- Upon entering the school for the day, students must ensure they have all necessary materials including books, Chromebooks, PE clothing, lunches, etc. as **students will not be permitted to return to vehicles during the school day.**
- Students are expected to report to class with all necessary materials.
- Students arriving late or leaving early for ANY reason must make every effort to gather any work missed or submit any work due that day. Students should communicate with teachers via email, Google classroom, or face to face to demonstrate the highest level of student responsibility.

PROMPTNESS TO CLASS

- Students are required to arrive to class, be seated in their assigned area, and have the "Bell Ringer" in progress by the time designated for the beginning of class.
- Students who arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
- Students who arrive late for class for any other reason will be tracked by the classroom teacher. When a student has been tardy to class for the third time, the teacher will fill out a disciplinary referral and send the student to the Assistant Principal's office. Each time a student is tardy an additional three (3) times a disciplinary referral will be issued and the student sent to the Assistant Principal's office.
- Except in emergencies, students will report to class **before** visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
- If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence will be reported immediately to the Assistant Principal's office and on a discipline referral.
- Any student arriving to class more than 2 minutes late, without a valid pass, considered as cutting class.

CONDUCT IN CLASS

- Students are expected to show respect for themselves and others.
- Students are expected to come to class prepared and to pay close attention to lessons.
- Students are expected to stay in assigned seats or workstations and to keep their work areas clean and neat.
- Chewing gum, candy, beverages, or other food should not be brought to class.
- Water is allowed in clear, personal size plastic bottles.
- Unless participating in authorized class discussion, students are expected to raise their hand for teacher permission before speaking.
- At the end of a class period, **students will leave their seats only when dismissed by their teacher. The bell only indicates the end of the period.**



PROCEDURE FOR LEAVING CLASS

- Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
- Any student leaving a class during the class period must **VISIBLY CARRY** the proper documentation to leave class (**a hallway passport, teacher pass, guidance pass, or office pass**). Students leaving class to use the lavatory must use the lavatory nearest to their classroom or designated area. Lavatories are to be used for their intended purposes only.

- A student may only use his/her hallway passport twice each day and should limit the time out of the classroom to 3-5 minutes. Any student who abuses this privilege may have his/her passport revoked and face further disciplinary action.
- Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
- Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.
- Five minutes at the beginning and end of the class should be used for all outside trips from the classroom to limit disruption of education.

SCHOOL DISMISSAL PROCEDURES

Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.

- Students scheduled for detention will report to the Library promptly at 2:35.
- Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
- Parents wishing to pick their child up after school will use the Flag Pole entrance.
- Parents or legal guardians may pick-up their child from school by sending a note to school with their child and following normal visitor sign-in procedures.
- Other adults or acquaintances **may not** pick up students unless the parents or guardians grant permission and this information is provided, **in writing**, to the main office.

HAZARDOUS AND ANNOYING MATERIALS

Anything dangerous, disruptive, or distracting is not allowed in school.

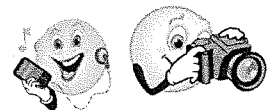
- Students are not to be in possession of any type of inhalant, including but not limited to such items which are non-edible, paint, markers, gasoline, White Out, Super Glue, mouthwashes and/or breath fresheners with alcohol content. Additionally, baby bottles or aerosol and non-aerosol bottles/containers, including body sprays such as AXE, are not permitted in school.
- Matches, lighters, hazardous chemicals, balloons, laser pointers, fireworks, knives, firearms, or weapons of any type are not allowed in school or on the school bus.
- Deliveries of food, candy, flowers, balloons, etc., are not permitted during the instructional day without administrative approval.
- Students may carry water with them throughout the day, but only in clear containers.

STUDENT ENTERTAINMENT DEVICES/COMMUNICATION DEVICES

Beginning with the 2018-2019 school year, the Northwest Area School District adopted a 1-1 technology initiative. With this initiative, the need for personal devices for educational purposes no longer exists. Devices, including headphones, IPODs, phones, etc. should be inoperable and out of sight at all times in the hallways and in classrooms. The only exception that will be made will be during a student's lunch period. The Northwest Area School District is not responsible for damage or theft to personal devices.

Students will not be permitted to use electronic devices during after school detention or in-school suspension.

- **FIRST OFFENSE** - The teacher will direct the student to put the device away and will direct the student to bring it to the Assistant Principal's Secretary to be **held until the end of the day**.
- **SECOND OFFENSE** - The item confiscated will only be returned to a parent/guardian and the student may face further disciplinary action.
- **THIRD OFFENSE AND BEYOND** - The item confiscated will only be returned to a parent/guardian. The student will face further disciplinary consequences as outlined in the Progressive Discipline plan.



STUDENT REGULATIONS FOR DRIVING AND PARKING MOTOR VEHICLES

All students with a valid driver's license are eligible to drive to school under the following provisions:

- A signed parental permission/policy form must be on file in the High School Office. Students must show their driver's license and will be permitted to park ONLY in the student parking lot.
- Students will not be permitted to return to their cars during the school day once they have entered the building.
- All vehicles must have a valid parking permit displayed on the rear-view mirror. Cost of permit is \$5.00.
- Student drivers will assume all liability for vehicles, passengers, and personal property in the vehicles.
- Students will be responsible for the safe operation of their vehicles while on school property.
- The driving policy guidelines are in effect at all times while on school property.
- **Student drivers who fail to attend an assigned detention will lose their driving privileges until the detention is made up.**
- Student drivers will obey the one-way signs in the student parking lot and only enter the proper entrance and only depart from the exit.

Failure to follow the guidelines will result in the following action:

1. **First Violation** – This is a Level II safety violation and disciplinary actions will follow the Level II School Discipline Policy and progressive disciplinary plan.
2. **Second Violation** - Suspension of driving privileges for 5-10 school days.
3. **Third Violation** - Suspension of driving privileges for the remainder of the school year following the progressive discipline plan. Driving while privileges are suspended will result in the towing of the vehicle. Vehicles parked on the school parking lot without a valid parking permit may be towed from school property at the owner's expense.

Possession of a parking permit is a privilege and as such is dependent on appropriate and safe driving practices at all times. Unsafe driving and speeding in and around the school campus and immediate area will be grounds for revoking driving privileges. Students may also have their driving/parking privileges revoked for behavioral infractions or other violations of the school disciplinary code, particularly offenses or behavior associated with truancy.

LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR

It is the policy of the Northwest Area School District to prevent disruptions to school district operations; school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

SEARCH OF SCHOOL PROPERTY

The District prohibits the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.

- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property such as lockers, classrooms and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.
- **Any vehicle parked on school property is subject to a search where reasonable suspicion exists.**

Once this notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance.

SEARCH OF STUDENT AND STUDENT BELONGINGS

With reasonable suspicion, the administrator can require a student to present his/her belongings for the search of prohibited items, illegal substances, or weapons.

SECTION VII: DISCIPLINE PROCEDURES, POLICIES AND GUIDELINES

SCHOOL DISCIPLINE POLICY	85-88
STUDENT MISCONDUCT DEFINITIONS	89
REFERRAL PROCEDURE	91
DISCIPLINE OF STUDENTS WITH DISABILITIES	91-92
FIGHTING POLICY	92
HAZING.....	92
WEAPONS/DANGEROUS ITEMS POLICY	93
THE GUN-FREE SCHOOLS ACT	93
ACT 26 OF 1995	93-94
REFERRAL PROCESS FOR VAPE/JUUL/ETC. VIOLATIONS.....	94
DETENTION POLICY	94-95
EXCLUSION FROM SCHOOL SUSPENSIONS & EXPULSIONS	95-96
REASONABLE PHYSICAL FORCE	96
TERRORISTIC THREATS AND ACTS	96-97

SCHOOL DISCIPLINE POLICY

NOTE: The responsibility for LEVEL 1 maintenance of discipline in the classroom, laboratory and/or school facility shall rest with the instructional staff. The instructor will develop a sequence of actions based on LEVEL 1 CONSEQUENCE A thru I.

DISCIPLINE CODE LEVEL I

Description	Example	Consequence
<p>Misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	<ul style="list-style-type: none"> Loitering in unauthorized areas, horseplay or scuffling with loud boisterous noise. Showing disrespect to others in word and/or gesture Use of obscene language Ignoring class assignments Minor defacing of school property (writing on school desks, walls, books, etc.) Possession/use of non-instructional items (electronic devices, water guns, playing cards, etc.) (G & other consequences) Public display of emotion & affection Throwing objects (pencils, erasers, etc.) Sleeping in class Loitering in unauthorized areas of the school building or grounds Tardiness to class Violation of classroom conduct and guidelines established by the teacher Out of assigned area Inappropriate use of Information Technology resources Failure to be prepared for class/ refusing to participate in instructional activities Failure to wear appropriate apparel/dress A, B & H and/or E Selling of unauthorized materials, food, drinks, etc. 	<p>A. Personal talk</p> <p>B. Verbal reprimand</p> <p>C. Special classroom assignments</p> <p>D. Loss or limit of privileges</p> <p>E. Telephone call or written notice to parent</p> <p>F. Confiscate item (if an electronic device refer to policy on page 67)</p> <p>G. Guidance referral</p> <p>H. Modify Clothing to conform to dress code</p>
<p>PROCEDURES</p> <ol style="list-style-type: none"> The teacher will discuss the misbehavior with the student making sure that he/she fully understands the nature of the problem and the type of behavior that is expected in the future. It is also recommended that the instructor provide positive reinforcement when improvement in conduct is noted. The teacher will develop a system of consequences that can be used in the classroom or laboratory to encourage change in student conduct. The teacher will contact the student's parents and solicit their support and assistance. A record of the offense(s) and disciplinary action will be maintained by the instructor. If the student continues to use poor judgment and repeatedly displays unacceptable conduct, the instructor will notify the school administrator. When a student repeats behavior or conduct which constitutes a level I infraction, subsequent to the implementation of teacher actions/ consequences, the student should be referred to school administration for redirection. 		

DISCIPLINE CODE

LEVEL II

DESCRIPTION	EXAMPLE	
<p>These infractions, which often result from the continuation of Level 1 misbehavior(s), require the intervention of administrative personnel because the use of Level 1 disciplinary consequences failed to correct student conduct.</p> <p>Also included in this level are misbehaviors, which tend to disrupt the orderly climate of the school community and are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> Continuation of unmodified Level 1 misbehaviors (C & B or C & D or C & G) (H-if non-instructional items or electronic devices) Acting in an insubordinate manner (C & B or G) Inappropriate physical contact (A & C, B, D or G) Cutting classes (C & B or G) Vandalism of school/personal property (C & D & E) Failure to complete class assignments or assigned detentions (C, B, D or G) Throwing objects- extreme safety violation (snowballs, tools, projectiles) (C & D) Showing flagrant disrespect in word or gesture (C, B or D or G) Failure to wear appropriate apparel/ dressing in such a manner as to cause disruption in the educational process (A, C, K and B and/or G) Continual tardiness to class (C & B or G) Panhandling (asking for money without intent to repay loan) (C & A & F) Gambling (C & B or G) Cafeteria disturbance (C & B or G) Failure to provide proper identification upon request (C & A) Misbehavior at a school sponsored activity (C & D) Possession of obscene materials (C & B or D) Unauthorized driving to school/unsafe driving (see approved policy) (C & D or G and/or J) Leaving class or assigned area without explicit permission (C & B) or (C & G) or (C & D) Cheating/Plagiarism/Academic Dishonesty (C & B) or (C & G) or (C & D) and I Failure to return school materials (C,G, D or E) 	<ul style="list-style-type: none"> Truancy (C & D) Inappropriate use of Information Technology resources (A & C and/or B or D or G) Possession of non-instructional items deemed hazardous to the educational process (C & D or G) Falsification of accusation or witness (C & D or G)
PROCEDURES		CONSEQUENCE
<ol style="list-style-type: none"> The student is referred to the school administrator. The teacher should make every effort to confer with the school administrator before a student/teacher confrontation occurs. The administrator meets with the teacher and the student to establish the most appropriate response. Parents are notified of the student's conduct. The administrator and teacher will maintain a record of the offense and disciplinary action. 		<ol style="list-style-type: none"> Personal talk or verbal reprimand In-school suspension/ optional contract Parental contact (telephone or written) Double detention / optional contract Restitution of property and damages Referral to one or more of the following: Guidance/ Student Assistance Program (SAP/Student Success Team (SST) After-School detention / optional contract Confiscate item - (confiscated items will be returned to a parent/guardian only. If an electronic device, refer to policy on page 67) Zero credit and/or alternative assignment/assessment Restricted/revoked driving privileges as per policy Modify clothing to conform to dress code Community Service-- *Administrators can assign Community Service in lieu of ISS or Detentions where appropriate.

DISCIPLINE CODE LEVEL III

DESCRIPTION	EXAMPLE	EXAMPLE
<p>Level III infractions may result from the continuation of Level I and/or Level II misbehaviors. Also included are acts against persons or property. Some of the infractions may endanger the health, safety, and welfare of others in the school community.</p> <p>Infractions listed in Level III may be considered criminal in nature, but frequently can be handled by the school's disciplinary system and parental involvement. However, the corrective action undertaken will depend on the nature of the incident, prior record of the student involved, and the extent of the school's resources for correcting the situation in the best interest of the school community.</p>	<ul style="list-style-type: none"> Continuation of unmodified Level I and II misbehaviors, (C & B or C & D) Continuation of disrespectful behavior (A & C & D) Refusal to complete class assignments or assigned detentions (C & D) Leaving school ground/property without explicit permission () Vandalism of school/personal property (repeated offenses) (C, D, F, or C, F, G, &/or E) Continual unauthorized driving to school (C,D, and/or J) Continual use of unauthorized transportation (C & D) Extortion (continual panhandling) (C & B or C & D and/or E) Unauthorized Information Technology resources use/ access (C, D, or C, G & /or E) Engaging in behavior which is a danger to the health, safety and welfare of oneself and others (A & C & D) Smoking, use of or possession of tobacco products Including ENDS and all vaping materials (see policy) (C & D & E & H & K) Fighting (A & C & D, &/or E) Minor Altercation (A&C&D, & or E) Assault and/or battery on another student (A&C&D &/or E) Attempting to or actually breaking into another student's locker, toolbox or personal property (C & D&F or C & G & F) Dissemination of unauthorized materials (A & C & D) Intimidation, using statements which threaten or harm another person (A & C & D) Theft, the sale of and/or the possession of another's property (C&D &F or C&G &F &/or E) 	<ul style="list-style-type: none"> Violation of Pennsylvania Vehicle Code (C & E) Leading or participation in a school boycott or walk out (A & C & C) Falsification of records, excuses, passes, etc. (C & D and/or E) Engaging in or activities related to hazing (C & D and/or E or G) Involvement in gang or gang related activity (C & D and/or E or G) Flagrant disrespect in word or gestures or obscenities directed at an NWSD employee. The minimum consequence is five (5) days suspension from school (C, D)
PROCEDURES		CONSEQUENCE
<ol style="list-style-type: none"> The administrator investigates the infraction by conferring with all parties involved. The administrator confers with the student and informs the student of the resulting disciplinary action. The administrator schedules a personal parental conference to review the action taken, solicit parent support/assistance and to outline future student expectations. An individual student contract may be developed in order to provide everyone involved with a clear and concise understanding of future behavioral expectations and consequences. The administrator maintains an accurate record of offenses, disciplinary action taken, and future expectations. 		<ol style="list-style-type: none"> Temporary removal from class In-School Suspension Personal parent conference Out of school suspension Referral to law enforcement agency Restitution of property School community service project Possession of a tobacco and/or vaping materials will result in an automatic 1 day out of school suspension, citation filed + (K-see below) (2 additional days of OSS will be added for subsequent offenses). Zero credit and/or alternative assignment/assessment Restricted/Revoked driving privileges as per policy Referral to WyVAD for prevention/education as prescribed based on # of offenses (see page 93).

DISCIPLINE CODE

LEVEL IV

DESCRIPTION	EXAMPLE	EXAMPLE
<p>Disciplinary action Level IV could result from the continuation of lower level offenses. Also included are: acts of violence to another person(s) or property, acts that are clearly criminal in nature and are contrary to the criminal code or ordinances of the commonwealth and/or community.</p> <p>Level IV disciplinary action will result in the intervention of law enforcement authorities and recommended removal of the student from the Northwest Area School District.</p>	<ul style="list-style-type: none"> Continuation of unmodified Level I, II, III misbehaviors Engaging in disruptive conduct that interferes with the orderly operation of the school or which creates a clear and present danger to the health, safety, and welfare of school community Continual intimidation or harassment of another student and/or school personnel Continual vandalism of school property or the personal property of students or school personnel Continuation of assault and/or battery activity on another student Arson Bomb threat Indecent exposure Leading or participating in a riot Possession/use/sale/ transfer of controlled substance & or illegal substance or substances representing a drug or equipment and devices used for preparing or taking drugs or narcotics Possession/use/sale/transfer of alcohol or substances represented as alcohol Possession/use/transfer of weapons or explosives Setting off incendiary devices (firecrackers, smoke bombs, etc.) Unwarranted pulling of a fire alarm Engaging in conduct contrary to the criminal code or ordinances of the commonwealth /community on school grounds or at school activities Theft-Burglary (crimes against property) Theft-Robbery (crimes against person) 	<ul style="list-style-type: none"> Unauthorized Information Technology resources use/access
		<p style="text-align: center;">CONSEQUENCE</p> <p>All proven offenses in Level IV have a mandatory 10-day suspension at which time, the Administration will convene to consider one or more of the following options/responses. However, law enforcement officials will be contacted immediately when the student's conduct is contrary to the criminal code of the Commonwealth of Pennsylvania.</p> <ul style="list-style-type: none"> A. Referral to sending school personnel for psychological services B. Referral for alcohol/drug rehabilitation C. Alternative placement D. Restitution which will include a prescribed school community service E. Formal hearing with the Board of Education
PROCEDURES		
<ol style="list-style-type: none"> The administrator verifies the offense by conferring with all parties involved. The student is immediately suspended from school and parents are notified. Law enforcement officials may also be contacted. A complete and accurate report is submitted to the Superintendent. Recommendations may include a formal hearing by the school board. 		

DEFINITIONS OF STUDENT MISCONDUCT



- **Activating False Fire Alarm** - In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code.
- **Aggravated Assault** - exists when a person attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
- **Arson** - The malicious burning of another's property.
- **Assault with a Weapon** - Should a student commit an assault with a deadly weapon, the student will be referred immediately to civil authorities and the maximum school penalty will be imposed.
- **Defiance** - Willful failure or refusal to follow instructions or directions of an adult school district authority on school property or during school-sponsored activities.
- **Disorderly Conduct** - Exists when a person if, with intent to cause public inconvenience, annoyance alarm, or recklessly creating a risk thereof, he/she engages in fighting or threatening, or in violent or tumultuous behavior, uses obscene language, or makes an obscene gesture, or creates a hazardous or physically offensive condition.
- **Disrespect** - Willful behavior, which without reasonable cause attempts to lessen the reputation, honor, or public opinion of any individual.
- **Drugs/Alcohol** - The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/ or required to obtain treatment from proper medical or health facilitates before receiving permission to re-enter school. Students who have been determined to have violated the policies, rules and/or regulations of the District concerning the use, sale, possession or distribution of drugs, alcohol and/or substances purported to be drugs and/or alcohol shall be subject to random drug and/or alcohol testing upon their return to school. Students who fail or refuse to cooperate with such random testing shall be subject to further disciplinary action and/or placement in an alternate school setting. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated.
- **Extortion** - Willful behavior that causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence, personal injury, or other action.
- **Fight** - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Note: Self-defense is limited to the deflection of physical contact.
- **Fraud** - Willfully providing false information to or about school personnel, deceit or trickery used for profit or to gain unfair or dishonest advantage or to avoid disciplinary action.
- **Institutional Vandalism/Destruction of School and/or Personal Property** - exists when a person knowingly desecrates, vandalizes, defaces, or otherwise damages:
 - The school facility
 - The grounds adjacent to and owned or occupied by the school facility
 - Any personal property located in the school facility
 - Willful behavior, which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school(s). When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property will be responsibility of the student(s) responsible.
- **Insubordination** - Should a student disobey, or fail to submit to the directions or the request of an adult school district authority on school property or during school-sponsored activities, that student demonstrates insubordination.
- **Minor Altercation** - An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault. (e.g., "Student A" strikes "Student B" resulting in little injury and "Student B" does not retaliate.)

- **Physical Assault of a District Employee/Volunteer** - Any behavior that purposely attempts to cause physical harm or injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
- **Possession of a Weapon** - Possession of deadly weapons such as knives, firearms, fireworks, smoke bombs, explosives, live ammunition, chains, bracelets which are potential items of violence, certain rings, look-alike firearms (toy guns), and all items which, in the discretion of the Administration, could or would be a threat to the students, him/herself, or the school community, which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student **will be** referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, the teacher will provide them and their use will be supervised closely.
- **Profanity/Obscenity** - Any behavior that visually and/or verbally presents ideas that are considered offensive to and/or inappropriate for maintaining an effective school environment.
- **Sexual Misconduct** - Inappropriate behavior of a sexual nature (by consenting individuals).
- **Simple Assault** – Exists when a person:
 - Attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another.
 - Attempts by physical menace to put another in fear of imminent serious bodily injury.
- **Theft/Larceny** - The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitutions as well as referral to civil authorities.
- **Threats/Harassment** – Exists when a person with intent to harass, annoy or alarm another person:
 - Strikes, shoves, kicks or otherwise subjects him /her to physical contact, or attempts or threatens to do the same.
 - Follows a person in or about the school.
 - Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
- **Tobacco** - School Board Policy prohibits smoking and use of tobacco products in any form. The use, possession, sale, or distribution of tobacco products or assisting in the use, possession, sale, or distribution of tobacco products on school property or school-sponsored activities is strictly forbidden. All tobacco products found on school property or during school-sponsored activities, in the possession of students, will be confiscated. In addition to the school penalty imposed, the Pennsylvania Consolidated Statutes, chapter 63, section 6306.1, states, "A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense." A pupil who commits an offense under this section may be subject to prosecution and if sentenced pay a fine of not more than \$50 and all court costs.
- **Trespassing** - Being on school grounds without permission.
- **Soliciting** - To appeal for funds (selling illegally)
- **Unauthorized Area** - An area which is unsupervised and off limits to students.
- **Violation of classroom rules** - discipline will first be dealt with by the classroom teacher according to the procedures previously outlined.
 - Student will be referred to an administrator when, in the view of the teacher, the student has developed a pattern of disruptive behavior.
 - Students will be referred to an administrator when, despite efforts of the teacher to change the student behavior, the student refuses or neglects to follow the directions of the teacher.
 - Any behavior within the classroom that meets the description of a Level III infraction must be referred to an administrator for proper action.



REFERRAL PROCEDURE

- The adult referring the student will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral.
- Students referred for an alleged violation of the disciplinary policy will be informed of the charges and given an opportunity to state their view(s) of the event(s) which took place.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the discipline policy, appropriate disciplinary action will be taken by the administrator.

DISCIPLINE OF STUDENTS WITH DISABILITIES

(Adopted April 5, 2006)

The Board directs that the district shall comply with provisions of the *Individuals with Disabilities Education Act* (IDEA) and state and federal regulations when disciplining students with disabilities for violations of district policy and school rules and regulations.

- **Suspensions:**
 - A disabled student may be suspended without parental consent for no more than ten (10) consecutive days or an aggregate of fifteen (15) days of school per year, regardless of whether the student's behavior is a manifestation of his/her disability.
 - A disabled student may be suspended only to the extent that such suspensions are consistent with discipline that is applied to students without disabilities.
 - During any period of disciplinary action, that constitutes a change in placement for a student, the student shall continue to receive a *Free and Appropriate Education* (FAPE), in accordance with federal law.
- **Reporting Crimes to the Law Enforcement**
 - School principals, when notifying or reporting crimes to local law enforcement officials, shall ensure that copies of the special education and discipline records of the eligible student(s) are transmitted to the appropriate authorities only to the extent such transmission is permitted by the *Family Educational Rights and Privacy Act*(FERPA).
- **Manifestation Determination**
 - A student with a disability whose behavior is found not to be a manifestation of his/her disability may be suspended or expelled pursuant to district procedures. During the period of suspension or expulsion, the student shall continue to receive FAPE.
 - If the student's behavior is found to be a manifestation of a disability, the IEP team shall conduct a Functional Behavior Assessment (FBA) and implement a Behavior Support Plan (BSP), if the IEP team had not conducted one before the behavior, or review and consider revising the BSP as necessary to address the behavior. If the behavior is found to be a manifestation of the child's disability, the student shall return to his/her placement from which he/she was removed unless the IEP team, including the parent/guardian, agrees that a change in placement is appropriate for the student.
- **Request for a Hearing**
 - The district may request that a hearing officer order removal of the disabled student to an alternative setting for forty-five (45) days where the district demonstrates in a hearing by substantial evidence that maintaining the disabled student's current placement is substantially likely to result in injury to the student or others.
 - Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.
- **Weapons, Drugs, or Serious Bodily Injury**
 - A disabled student who carries a weapon to school or a school function may be removed from his/her current placement regardless of whether the weapons offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

- Pol. 218.1 According to statute, a weapon shall be defined, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, including but not limited to, sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, bracelets, or other devices which are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives), and any item which could or would be a threat to the student himself/herself or the school community.
- A disabled student who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement regardless of whether the drug offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.
- A disabled student who knowingly inflicts serious bodily injury upon another person while at school, on school premises, or at a school function may be removed from his/her current placement regardless of whether the offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

FIGHTING

The Northwest School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence while in school, on school property, will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be charged with violating the penal laws of Pennsylvania as follows:

- **harassment**
- **disorderly conduct**
- **simple assault,**
- **aggravated assault**
- **or other appropriate charges may be filed in cases which involve any of the following conditions:**
 1. **a weapon** or other potentially dangerous instrument is used in a fight or other act of violence;
 2. **bodily injury** is inflicted on another person in a fight or through an act of violence;
 3. the **fighting or violent behavior is chronic** as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

GUIDELINES

- Students must make every effort to avoid fighting.
- When confronted and challenged to fight, students should seek help from the nearest adult.
- If assaulted, students have the right to self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force.
- Students who do not attempt to avoid physical confrontation and have ownership toward its escalation will be disciplined and charged appropriately regardless of who started the fight.
- At the discretion of the Administration, the law enforcement authorities may be contacted when physical violence results in bodily injury.
- Students involved in perpetrating physical violence shall receive the appropriate disciplinary action for a term designated at the discretion of the Administrator or designee.

HAZING

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of School Directors.

- Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or

other forced physical activity that could adversely affect the physical health or safety of the individual.

- Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
- Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

WEAPONS/DANGEROUS ITEMS POLICY

- Any student found to be in possession of or harboring a weapon (as defined below) will immediately be suspended from school for ten (10) days and referred to the District Magistrate or the State Police. Expulsion proceedings **will** be initiated, and the student will be excluded from school until the disposition of the hearing.
- Except as otherwise stated in this policy, the district shall expel, for a period of not less than one (1) calendar year, any student who is determined to have brought a weapon onto or is in possession of a weapon on any school property, at any school activity, (whether on or off school property) or on any school bus or public conveyance providing transportation to or from a school or school sponsored activity.
- For the purpose of this policy, a **weapon** shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, including but not limited to sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, bracelets, or other devices that are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives) and any item which could or would be a threat to the students, him/herself or the school community.
- The Superintendent may recommend modifications of these expulsion requirements on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and any other applicable laws and regulations.
- For the purpose of this policy, the term "school property" shall mean any public school grounds, any school-sponsored activity, or any conveyance providing transportation to a school entity or school-sponsored activity.

THE GUN-FREE SCHOOLS ACT

The Gun-Free School Act (GFSA) requires that local educational agencies "expel from school for a period of not less than one (1) year a student who is determined to have brought a weapon to school." For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

ACT 26 OF 1995

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program. Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303-A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A set record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information.

The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read:

SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED

- Except as otherwise provided in this section, a school district or area vocational-technical school shall expel, for a period of not less than one year, any student who is determined to

have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.

- Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
- The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.)
- The provisions of this section shall not apply to the following:
 - A weapon being used as part of a program approved by an individual who is participating in the program; or
 - A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for unlawful hunting, if the entry on school premises is authorized by school authorities.
- Nothing in this section shall be construed as limiting the authority or duty of school or area vocational-technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
- All school districts and area vocational-technical school shall report all incidents involving possession of a weapon prohibited by this section as follows:
 - The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials.
 - The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A.
 - As used in this section, the term "Weapon" shall include, but not limited to, any knife, cutting instrument, cutting tool, nonchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

REFERRAL PROCESS FOR VAPE/JUUL/ETC. VIOLATIONS

- First time violation (nicotine only):
 - Citation
 - WyVad referral for prevention/education – 5 sessions
 - Signed SAP permission form from parents
- Second time violation (nicotine only):
 - Citation – for repeat offenses, students will be given the opportunity to attend 4 cessation courses. If the series of courses are completed successfully, the citation will be withdrawn.
 - WyVad referral – assessment (permission form should already be in place from prior violation)
- First time violation (anything other than nicotine – any other drug):
 - Follow discipline policy
 - Immediate referral to WyVad for assessment; signed SAP permission form from parents

DETENTION POLICY

- Detention(s) will be assigned as a consequence of violating school regulations.
- After school detention will be held on Wednesdays. Single detention will run from 2:35 – 3:45. Double detention will run from 2:35-4:45.
- Detention will be held after school. Transportation is to be arranged by the student.
- Students will receive 24-hour notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date(s) of their scheduled detention(s).
- Only the Principal or Assistant Principals may excuse a student from detention.

- Parents must call the Assistant Principal's office at 542-4126, ext. 1006, before noon the day of detention, to reschedule detention.
- Students will be excused for medical or dental appointments, but must provide verification from a doctor to the Assistant Principal the next day.
- Serving a detention takes precedence over all school activities
- Students must serve detention before being able to participate in extra-curricular activities the day following the detention.
- Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
- Students excused from detention must report for detention on the next day detention is held, unless other plans are made with an administrator.
- Students who, without permission, do not report for a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary action.
- Students scheduled for detention may visit their locker and then report directly to detention at 2:35 p.m.
- Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
- Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
- Students must report to detention with sufficient school related work for the entire time of detention.
- Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
- Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will receive no credit for detention. The student may be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).

Detention Rules

- Students who are reporting to detention should bring all the items they need to take home.
- Students will not be permitted to go to lockers or to other school locations after detention.
- The atmosphere of detention will be one of individual study.
- Students are not permitted to sleep.
- Parents are required to come into the building to sign-out their student. Students who drive may sign themselves out.
- Students must provide the district with a written/signed parental/guardian consent to be transported by another student. The student providing transportation must also provide written/signed parental/guardian consent to transport another student in their vehicle.
- The above written consent must be provided to the Assistant Principal's office no later than the homeroom period on the day of detention, preferably the day before detention.
- A district designee will contact the parent/guardian to confirm the written consent.

EXCLUSION FROM SCHOOL - SUSPENSIONS AND EXPULSIONS

Exclusion from school may be based on a single incident or accumulation of several incidents.

- Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion.
- Exclusion of school can occur in the following forms:
 - Suspension - exclusion from school for a period of up to ten (10) school days.
 - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
- A hearing is not required prior to a suspension of up to three (3) days.

- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- **Only days when school is in session count toward suspension days. Days where there is a school cancellation due to an emergency or adverse weather do not count as part of the suspension.**
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Before being readmitted to class the student may be expected to complete a behavioral contract.
- The contract will be reviewed at time intervals specified in the plan.
- If a student, for any given reason, must be excluded from school for more than ten (10) days he/she will be provided with alternative instruction.
- A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
- The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
- If the student is unable to be accepted at a private school, the Northwest Area School District will make provision for some form of education through alternative instruction at the discretion of the school district.

REASONABLE PHYSICAL FORCE

Reasonable physical force may be used by teachers and school authorities in the following situations:

- to quell a disturbance
- to obtain possession of weapons/other dangerous objects
- for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others:
 - for direct defiance of a reasonable request
 - to cease obscenities or abusive language directed at another person

TERRORISTIC THREATS AND ACTS

Purpose

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Definition

Terroristic Threat: shall mean a threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, place of assembly or facility or public transportation, or

to otherwise cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act: shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result(s).

Authority

- The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.
- The Board directs that the Superintendent react promptly and appropriately to information and knowledge concerning a possible or actual terroristic act.
- The Superintendent shall be responsible for developing administrative regulations to implement this policy.
- Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.
- The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

Guidelines

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall promptly report the incident to the Superintendent.
2. The building administrator shall immediately suspend the student.
3. The building administrator shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.
5. If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others.
6. Additionally, if a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.



SECTION VIII: NORTHWEST AREA SCHOOL DISTRICT POLICIES

- **STUDENT DRESS POLICY.....99-100**
- **SEXUAL HARASSMENT POLICY100-101**
- **ETHNIC INTIMIDATION POLICY101**
- **TOBACCO USE POLICY101-102**
- **DRUG AND ALCOHOL POLICY102-108**
- **BULLYING POLICY.....108**
- **SCHOOL BUS POLICY109-111**
- **STUDENT INVOLVEMENT WITH MEDIA.....111**
- **INTERNET USE POLICY.....111-112**
- **CHEATING/PLAGIARISM POLICY.....113**



STUDENT DRESS POLICY

Students are reminded that personal appearance creates a lasting impression. Students must wear appropriate attire while attending school and school related functions. **Dress which in the principal's determination is immodest, distracting, or in opposition to appropriate school values, may not be worn. In order to reduce disruption of the educational process, and the risk of potential health and safety hazards, the Northwest Area administration and staff will enforce the following student dress guidelines:**

All student attire must conform to the following criteria:

- Students' mid-section skin may not be exposed at any time.
- Students may not wear see-through or mesh clothing.
- Students' necklines should not be revealing: please utilize 2" below the neckline as a guideline when purchasing shirts.
- Students may not wear tank tops or camisole tops (i.e., tops that overly expose shoulders, back or midriff).
- Students' underclothing/underwear may not be seen or exposed **at any time**.
- Students' lower body attire (pants, shorts, skirts, dresses, skorts, etc.) should be worn at the natural waistline. Please utilize the tips of the fingertips when placed at your side as a guideline when purchasing shorts and/or skirts.
- Students may wear athletic or yoga pants.
- Students may not wear clothing displaying inappropriate images, gestures, words, drug use, alcohol, tobacco products, weapons, [profanity, sexual innuendo or clothing that causes a disruption to the educational process as deemed by Administration.
- Students' lower body attire may not extend past their footwear or drag on the floor.
- Students may not wear excessively baggy pants (which are deemed to be a safety hazard) or pajama type pants.
- Students may not wear attire that is torn, tattered or frayed in such a manner that does not conform to the above criteria. Holes in any lower body attire must fall below the student's fingertips when a student's hand is placed at his/her side.
- Students may not wear hats or bandanas during school hours unless administrative permission is granted.
- Students may not wear sunglasses, unless prescribed by a physician.
- Students must wear appropriate footwear. Safety considerations may dictate the type of footwear worn in specific classes and/or school settings, i.e. science labs, modern technology, physical education and vocational/technical shops.
- Students may be required to wear certain types of attire while participating in physical education classes, vocational/technical classes, or athletic activities where special attire may be required to ensure the health, safety or welfare of the student. Guidelines for student dress, including length of shorts and tank tops, extend to physical education classes.
- Students may not wear athletic uniforms that do not conform to the above criteria, during school hours, unless administrative permission is granted.
- Students have the responsibility to keep themselves, their hair and attire clean. School administrators may impose limitations upon the students' participation in school programs where there is evidence of that the lack of cleanliness constitutes a health hazard or an impediment to the educational process.
- Costume clothing will not be worn, except for school sponsored events or at a school approved party.
- Chains such as wallet chains or outfit accessories that may be deemed as usable as a weapon may not be worn at any time.

Students, Parents and/or Guardians must be mindful that dress, which may be distractive or disruptive to the learning process, will not be tolerated. Any student violating the NASD Student

Dress Code will be considered insubordinate and will incur disciplinary consequences consistent with the NASD Discipline Policy.

School administrators have the final responsibility for the interpretation and enforcement of the NASD Student Dress Policy.

SEXUAL HARASSMENT POLICY

Sexual Harassment Prohibited

It is the policy of the Northwest Area School District to maintain a working and learning environment free from sexual harassment.

- Any student in the District who engages in conduct that constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion.
- Any student in the District who is subjected to sexual harassment by District employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

- Unwelcome sexual advances
- Requests for sexual favors
- Other unwelcome verbal, visual or physical conduct of a sexual nature where:
 1. Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
 2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.
 3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or School District employees.
 4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through the school.

Nature of Sexual Harassment

Sexual harassment may occur:

- Student to student
- Staff to student
- Student to staff
- Male to male
- Female to female
- Male to female
- Female to male

Consequences of Violation of Policy

- Any student in this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion.
- In addition, any student found to have violated this policy may be required to participate in educational programs or activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:
 - severity of the misconduct
 - pervasiveness or persistence of the misconduct
 - effect on the victim or victims
 - intent of the perpetrator
 - Complaint Procedure

Reporting Procedure/Investigation:

The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

- Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any students regarding sexual harassment of that student or another student by a
- Student or adult in the educational setting must forward that report to the building principal or other designated administrator within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
- All complaints of sexual harassment will be investigated and promptly resolved.
- Upon receipt of an allegation of sexual harassment the principal will designate an investigator who will initiate an investigation into the complaint within forty-eight (48) hours.

ETHNIC INTIMIDATION POLICY

In June, 1982, the Ethnic Intimidation and Institutional Vandalism Act was signed into law. The Crime Code provisions regarding institutional vandalism was amended in 1983 and 1988.

Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.

Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the dead, school, educational facility, community center, municipal building, courthouse, or juvenile detention center grounds surrounding such places, or personal property located within such places, is an offense now punishable as a felony of the third degree if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second-degree misdemeanor.

NORTHWEST AREA ETHNIC INTIMIDATION POLICY

The Northwest Area School District seeks to establish and maintain learning environments free from ethnic intimidation and/or harassment. It seeks also to provide a system of review, should an allegation of such conduct be made. Ethnic harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action. Ethnic harassment is defined as, but not limited to the following:

- Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment of a student when:
- Such comments or conduct is used as a basis for future student discipline, educational placement, class standing, organizational membership or academic achievement; or
- Such comments or conduct have the purpose or effect of unreasonable interfering with one's performance or creating an intimidating, hostile or offensive learning environment.

These guidelines are intended to be in compliance with Title VI of the Civil Rights Act of 1964, and within the guidelines adopted by the Pennsylvania Human Rights Commission, current law and current contracts. These guidelines include informing employees, parents and students of their rights under the Civil Rights Act and the Pennsylvania Human Relations Act and developing appropriate sanctions and are intended to protect the rights and obligations of all students and parents, as well as to outline the procedures to be followed should a student be subject to, or charged with racial harassment.

TOBACCO USE/POSSESSION POLICY**PURPOSE**

The purpose of this policy is to meet the statutory duty imposed upon the Northwest Area Board of Education by Act 1996-145 (Senate Bill 1315PN2426) School Smoking/Possession. This includes Act 93 Amendments from 2019.

USE OF TOBACCO IN SCHOOLS PROHIBITED

- **Offense Defined** - A pupil who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leased by or under the control of a school district commits a summary offense.
- **Grading** - A pupil who commits an offense under this prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 42. PA. C.S. & 1520 (relating to adjudication alternative program) in lieu of imposing the fine.
- **Nature of Offense** - A summary of offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
- **Definitions** - As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
 - "Pupil" - A person between the ages of 6 and 21 years that is enrolled in school.
 - "School" - A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area intermediate units.
 - "Tobacco" - A lighted or unlit cigarette, cigar, pipe or smokeless tobacco, e-cigarette, vape, juul, etc., including any component, part, or accessory of such devices.
 - "School buses" - Mass transit vehicles owned, leased, or independently contracted for by the Northwest Area School District that are used to transport pupils to and from any of the aforementioned schools.
 - "Tobacco Use" - Smoking or the use of smokeless tobacco in any form.
 - "Smoking" - Possession of any cigarette, cigar, pipe, e-cigarette, vape or other smoking product, lighted or otherwise.

PUPIL TOBACCO USE PROHIBITED

As required by Section 3.5 of Act 168 of 1988, tobacco use by pupils is prohibited at all times in all of the schools, on all school grounds, and on all school buses.

PENALTIES.

- Violation of Section 3 hereof shall result in referral to a district justice where a civil fine of not more than \$50.00 may be imposed.
- Violation of Section 4 hereof shall result in referral of the matter to a district justice where a civil fine of not more than \$50.00 may be imposed.

REPEALER

All policies inconsistent herewith are hereby repealed.

EFFECTIVE DATE

This policy shall take effect immediately after its adoption by the Northwest Area Board of Education and notice is given hereof in accordance with Section 3.5 (b) (2) of Act 168 of 1988.

DRUG & ALCOHOL POLICY

Introduction:

The Northwest Area School District is committed to insuring that every student is provided a safe environment in which to learn. Therefore, the District has enacted a strict drug and alcohol policy. Students are reminded that the District will not tolerate the use of drugs or alcohol at any time. In addition to the development of a stringent drug and alcohol policy, the District maintains a strong working relationship with the Wyoming Valley Alcohol and Drug Services, Inc. to insure that students have the opportunity to access help at any time.

Policy Statement

These policies have been designed so that the Northwest Area School District can respond effectively and appropriately to drug and alcohol situations. Furthermore, these policies have been developed through guidelines from Wyoming Valley Alcohol and Drug Services, Inc., in conjunction with school board, administration, faculty, parents, and students through committee efforts. The intention of these policies is to provide a drug-free school environment and work place. These

policies will be clearly articulated, consistently and uniformly enforced, and broadly communicated providing clear guidelines for students, teachers, parents, and administrators.

The Student Assistance Planning team known as SAP (Student Assistance Program) team will be an integral part of policy enforcement and follow-up of drug and alcohol situations.

Definition of Terms:

DRUGS - shall include alcohol or any malt beverage inclusive of wine coolers; designer drug/s, any **over-the-counter drug not authorized by parent and school nurse**, anabolic steroids; any drug from any of the four (4) classes of drugs, hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as, but not limited to, glue, varnish remover lighter fluid, etc., any chemical manufactured in a clandestine laboratory such as, but not limited to, amyl and butyl nitrate, and any drug covered by the Pennsylvania Drug Device and Cosmetic Act and Controlled Substance Act of 1970.

NOTE: The above-defined drugs and drug use, in particular, is prohibited on school grounds, at school sponsored functions, and while students are representing the school.

THE FOLLOWING ARE EXAMPLES OF DRUGS COVERED UNDER THIS POLICY:

INHALANTS:

- Nitrous Oxide - Laughing Gas, Whippets, CO2 Cartridge
- Amyl Nitrate - Locker Room, Rash, Poppers, Snappers
- Butyl Nitrate - Bullet, Climax
- Chlorohydrocarbons – Aerosol propellants, gasoline, glue, other chemicals containing petroleum distillates such as benzene, acetone, toluene, xylene, carbon tetrachloride, etc.

STIMULANTS:

- Cocaine
- Crack Cocaine
- Amphetamines - capsules, pills, tablets Methamphetamines
- Additional Stimulants - Preludin, Didrex, Tenuate, etc.
- DEPRESSANTS:
- Barbiturates Alcohol
- Tranquilizers Rohypnol

HALLUCINOGENS:

- Marijuana Mescaline
- PCP Peyote
- LSD Psilocybin

NARCOTICS:

- Heroin Methadone
- Codeine
- Morphine
- Meperidine
- Opium

OTHER NARCOTICS:

- Percodan
- Darvon
- Percocet
- Talwin
- Lomotil
- Fentanyl

DEFINITIONS

DISTRIBUTION

To deliver, sell, pass, share, or give any drug, including alcohol, from one student to another.

POSSESSION

To possess or hold or have within immediate control alcohol or drugs defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, desks, student automobile, school bus, lavatories or any other school property, are in direct violation of this drug policy and will be charged with possession.

Additionally, possession by students at any school-sponsored function shall be considered in violation.

DRUG PARAPHERNALIA

Any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance in violation of the Controlled Substance Act, Drug paraphernalia items include, but are not limited to:

- Roach Clips
- Rolling Papers
- Amyl Nitrate (Rush, Locker Room, Jock)
- Butyl Nitrate (Bullet, Toilet Water)
- Hypodermic Syringes
- Cocaine Spoons - Tooters
- Water Pipes, Marijuana Pipes, Crack Pipes
- Drug Conversion Kits
- Medicine Dropper
- Razor Blade

SCHOOL JURISDICTION

The school property including, but not limited to, school bus, desk, lavatory, lockers, etc., to/from school, its surroundings and all school-related events such as proms, class trips, football games, etc.

ASSESSMENT TREATMENT

The Northwest Area School District has a signed "Affiliation Agreement" with Wyoming Valley Alcohol and Drug Services, Inc. for purposes of providing assessment services to students and their families when a violation of the drug and alcohol policy has occurred. Additionally, students and families can access the services of the agency at any time.

REASONABLE SUSPICION

In what is called a "Landmark Case," New Jersey vs. T.L.O., the United States Supreme Court decided that school officials only require reasonable suspicion to search a student.

The Courts have concluded that school officials are exempt from the normal dictates of the 4th Amendment (Unreasonable Searches) by virtue of the special nature of their authority over school children. Teachers and school administrators act in loco parents and, therefore, are acting as a parent, not the state, and, therefore, are not subject to the restrictions of the 4th Amendment. Reasonable Suspicion means more than "mere" suspicion. The school authorities must apply an objective test in determining whether reasonable suspicion exists. The basis for reasonable suspicion should include:

- eyewitness testimony
- a student's past record or reputation for use or possession of drugs and alcohol,
- information obtained through an informant or through reliable statements which incriminate the student
- any other independent evidence that gives rise to a reasonable conclusion that the student has engaged in a violation of the policy.

DUE PROCESS REQUIREMENT

These review procedures provide for student and/or parent the right to contest a charge that the student has violated the District drug and alcohol policy.

- The student and parents will be entitled to meet with the designated school administrator(s) at an initial informal hearing.
- Should a formal hearing before the School Board be in order, the following will be adhered to:
 1. A reasonable time
 2. Notice of the hearing
 3. The charges to be stated in clear, concise terms
 4. Opportunity to offer evidence and cross-examine witnesses
 5. The right to have an attorney present at the hearing

SIGN SAMPLE FOR SCHOOL PROPERTY NOTE:

This information will be posted at entrances to schools and school property. Entry onto school property is deemed consent to an inspection of person, vehicle, and personal effects at any time while entering, on, or leaving the property. Inspections will be conducted upon reasonable suspicion of use, possession, or sale of alcohol/drugs on school property.

BULLETIN BOARD NOTICE

- Upon reasonable suspicion that a violation of the school's substance abuse policy has occurred, authorized school officials may inspect anyone entering, on, or leaving school property, including school employees, employees of contractors or their sub-contractors or agents doing business with the school, and others such as visitors or guests.
- Entry on school property is deemed consent to inspection of person, vehicle, and personal effects. If you do not consent to inspection, please do not enter or remain on the property.
- The use, possession, sale, transfer or purchase of illegal drugs is not allowed on school property. When appropriate items violating this policy are found in the course of an inspection, they will be taken into custody and may be turned over to the appropriate law enforcement agencies.

SEARCH AND SEIZURE

- Lockers and Desks - lockers and desks belong to the school district and not the student. They are assigned to students and students have the responsibility to properly care for this school property.
- Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers or desks. The school reserves the right to inspect a student(s) locker or desk if the school has reasonable suspicion to suspect the student is in violation of the school drug and alcohol policy, identified herein.
- Parent(s) will be notified immediately whenever an illegal item is removed from a student's locker and/or desk and law enforcement authorities shall be immediately notified.
- Motor Vehicle Searches - Students by virtue of having the privilege of parking a motor vehicle on school property are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The principal or member of the administrative staff may authorize a search of a motor vehicle on school premises if there is reasonable suspicion that the search will result in the discovery of contraband.

HANDLING DRUG RELATED INCIDENTS

1. STUDENT SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL

- In such instances, the student shall not be left alone. The building principal or designee shall be summoned immediately and he/she, in turn, shall summon the school nurse; and, if necessary, secure additional medical help since a medical assessment is imperative to ascertain the condition of the student. The medical assessment shall further determine the need for possible transportation to community hospital.
- In such an emergency, the building principal/designee shall be responsible for all necessary investigations to be carried out. The principal/designee shall search the student locker and desk and remove any apparent drug substances if there is reasonable suspicion to believe that there are additional drug substances stored there.
- As with any health issue, the Certified School Nurse or her designee shall do medical assessment. If signs and symptoms indicate reasonable suspicion of substance abuse, an administrator must concur. Parent/guardian or designee will then be contacted, and Emergency Medical Services called if necessary. The student will be released with the recommendation that appropriate medical care be obtained.
- The incident will be addressed under the Northwest Drug and Alcohol Policy. However, the student will be referred to the Wyoming Valley Drug and Alcohol Services Education Specialist in Northwest Area for assessment/education purposes unless a diagnosis unrelated to substance abuse is provided by medical personnel.
- Should any substance be discovered, it should be shown to medical personnel for identification and aid in the treatment of the emergency.

NOTE: Handling of confiscated substances:

A witness should be present and a label made of the following:

- date and time
- school name
- description of contents (i.e., leafy vegetable matter, pill, capsule)—do not guess at labeling
- signature of both parties

NOTE: Any student determined to be under the influence of a drug/alcohol shall also be deemed as being in possession of the drug.

DISCIPLINARY PROCEDURES

DRUGS

FIRST OFFENSE:

- Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
- Parental notification.
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for assessment/evaluation.

NOTE: Acceptance of referral is a condition for student continuance in school. Additionally, student shall be required to accept and comply with all treatment recommendations.

- Referral to the Student Assistance Program (SAP) assessment referral process.
- Suspension for ten (10) school days,
- Student suspension from sporting events and school activities for ten (10) days after student returns from serving ten (10) day suspension.

SECOND OFFENSE:

- Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
- Parental notification.
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for further assessment/evaluation. Acceptance of referral is a condition for student continuance in school. Additionally, student shall be required to accept and comply with all treatment recommendations.
- Referral to the Student Assistance Program (SAP) for assessment.
- Suspension for ten (10) school days.
- Student will not be allowed to represent the school or participate in any school activity as a member of a team or club for one (1) calendar year from the date of the violation.

THIRD OFFENSE:

- Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
- Parental notification.
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for further assessment/evaluation. Acceptance of referral is a condition for student continuance in school. Additionally, student shall be required to accept and comply with all treatment recommendations.
- Suspension for ten (10) school days.
- Hearing before Select Committee of School Board and recommendation for expulsion.

STUDENT IN POSSESSION OF ALCOHOL AND/OR OTHER DRUGS

If the District determines that a student is in possession of alcohol and/or other drugs, the following disciplinary procedures are to be followed:

FIRST OFFENSE:

- Confiscation of alcohol and/or other drugs from student by school personnel.
- Parental notification.
- Law enforcement notification.
- Suspension for ten (10) school days.
- Referral to the Student Assistance Program (SAP) for assessment and referral.

- Student suspension from sporting events and school activities for ten (10) days after student returns from serving ten (10) school days suspension.
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for assessment/evaluation. WVADS, Inc. will work in cooperation with in-school Student Assistance Program. **(NOTE: Proper release forms must be signed by student and legal guardian to allow for communication with WVADS, Inc. and SAP designate.) Acceptance of a referral for assessment/evaluation is a condition for student's re-entry into school after ten (10) school day suspension. Additionally, student shall be required to accept and comply with all treatment recommendations.**

SECOND OFFENSE:

- Parental notification
- Law enforcement notification
- Mandatory formal hearing before Select Committee of School Board with recommendation for expulsion
- Confiscation of all alcohol and/or other drugs by school personnel
- Notification of Student Assistance Program (SAP)
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for assessment/evaluation
- Suspension for ten (10) school days

NOTE: Even though the school shall move for student expulsion, it still believes that referral to a treatment facility will provide assistance to student.

STUDENT POSSESSION WITH INTENT TO SELL OR DELIVER

- If the district determines that a student is in possession of drugs/alcohol with intent to sell or deliver to another student of the District, the following procedures will be followed:
- Notification of law enforcement authorities. All confiscated materials shall be turned over to authorities.
- Parental notification
- Mandatory formal hearing before Select Committee of School Board with recommendation for expulsion
- Confiscation of alcohol and/or other drugs by school personnel
- Notification of Student Assistance Program (SAP)
- Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for assessment/evaluation
- Suspension for ten (10) school days

NOTE: Even though the school shall move for student expulsion, it still believes that referral to a treatment facility will provide assistance to student.

NON-STUDENT SELLING, DEALING, DISPENSING OR USING DRUGS ON SCHOOL PROPERTY

- Immediate notification of Law Enforcement Authorities. When the identity of an individual is known, the school has the responsibility to provide the name of the non-student.
- Internal investigation with suspected students who were going to purchase or did purchase.
- Notification of parents of these students.
- Notification of SAP Team of these students.
- Follow possession of drug guidelines in policy.

STUDENT WHO IS CAUGHT USING, POSSESSING, OR DEALING DRUGS/ALCOHOL AT SCHOOL-BASED FUNCTION OFF SCHOOL PREMISES

Parents will be notified immediately. It is the responsibility of the parents to physically respond to the location where the function is being held to transport child from said function. This applies to wherever the function is being held inclusive of outside the Continental United States.

NOTE: This will ensure for effective communication between parent and student and will hopefully insure that dialogue and orientation have occurred prior to the event between parent and child.

(The policy most appropriately related to the infraction shall be followed relative to process and disciplinary action. All parents will be required to sign an authorization statement that they have discussed consequences of student violation of the drug/alcohol policy and clearly understand their obligation to transport child from location of school-based function.

VIOLATION OF DRUG/ALCOHOL POLICY DURING SCHOOL FUNCTIONS CONDUCTED AFTER HOURS ON SCHOOL PREMISE

(Clubs, Sporting Events, Prom)

- Again, upon parental notification, it is the responsibility of parents to physically respond to transport the student home or for medical care.
- The policy most appropriately related to the infraction shall be followed.

STUDENTS SEEKING ASSISTANCE, FOR SELF-REFERRAL

Since all school personnel must be sensitive to the needs of those students who are experiencing problems with drugs and alcohol, it is important to give the student the feeling that they can come forward to seek assistance without retribution. Students will be referred to the Student Assistance Program for assessment and referral as needed.

- When students voluntarily request assistance for their own drug and alcohol use, they shall be fully informed of services available. Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, works cooperatively with the school district in insuring for student access to assessment and treatment in a timely manner.
- Students will be encouraged to include their parent(s) in any treatment experience.

NOTE: Students who seek assistance from the District, and who have not violated the school's drug and alcohol policy, will not face disciplinary action.

BULLYING POLICY

The School Board finds that **Bullying** is a pattern of abuse or aggressive behavior by one student or a group of students, carried out repeatedly and over time, intentional or unintentional, typically targeted towards someone less physically or socially powerful. Bullying behavior includes, but is not limited to, physical intimidation or assault; oral or written threats; teasing; putdowns; or name calling that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment; threatening looks; gestures or actions; psychological cruelty, such as spreading rumors or false accusations; and shunning the individual.

The Board finds that **Cyber bullying** includes the following misuses of technology to bully another person, as previously defined. Examples include, but are not limited to the following: social media—sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs), Facebook, Instagram, Snapchat, etc.). Cyber bullying that occurs outside of the school day may fall under the jurisdiction of the school district if the conflict extends into the school atmosphere.

Complaint Procedure

1. A student shall report a complaint of bullying or cyber bullying, orally or in writing, to the building administrator, guidance counselor, or any teacher or adult in the building.

Students can file a complaint in the following ways:

- Fill out an anonymous bullying report form via the district website
 - Fill out a student incident report in the principal's office
 - Submit a report at Safe2Say.org
2. The building administrator will investigate the alleged conduct that occurred.
 3. The building administrator may ask assistance from other District employees in the investigation process.
 4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

Consequences/Intervention

Consequences for students who bully others or who extort the property of others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or other consequences as provided in the Code of Student Conduct. The parent of the potential victim will be contacted and informed of the incident.

Discipline

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

SCHOOL BUS POLICY

The school bus has a responsibility for your safety and conduct from the time you board the bus until the time you are transported to your regular bus stop at the close of the school day. Therefore, **the rules that apply to your conduct at school are similarly applicable to your behavior while traveling to school and returning home.** More specifically, the following are the practices and attitudes that we expect of all students who use school transportation:

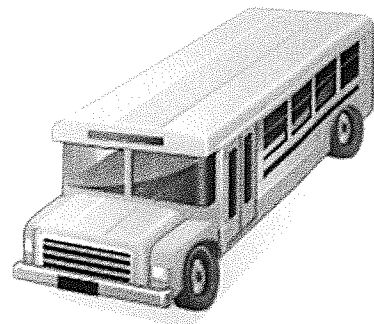
"Don't Lose Your Riding Privileges!" FOLLOW THESE RULES:

PREVIOUS TO LOADING:

- Be at the designated bus stop ten (10) minutes prior to the scheduled pick-up time.
- Stay off the road at all times while waiting for the bus.
- Behave in a safe manner while waiting for the bus.
- Remain at least five (5) feet from the bus when it stops and do not approach it until it has stopped completely and the door is open.
- Enter the bus in single file.
- At dismissal time, the bus doors will be closed **promptly** at 2:35 p.m.

WHILE ON THE BUS

- Students are to obey all requests of the bus driver, including assigned seats
- Students are not permitted to change stops or board any bus other than the one to which they are assigned.
- Observe same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not participate in horseplay in or around the bus.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Do not throw anything inside the bus or out of the bus windows.
- For safety sake, place nothing in the aisle of the bus.
- Belongings carried onto the bus must fit comfortably at the feet or on the lap of the student.
- Skateboards, bicycles, skis, balloons, and scooters are not allowed on the bus.
- Sports equipment (i.e. field hockey sticks, baseball or softball bats, etc.) must be encased in a sports bag.
- High/middle school students are not permitted to ride elementary buses to/or from school.
- Students desiring to leave the bus at another destination, along the same route, must request special permission from the office by presenting a written note from his/her parent or guardian. The school office may issue a bus pass, which the student will present to the bus driver.



AFTER LEAVING THE BUS

- Avoid leaving books, lunches, and other articles on the bus.
- After leaving the bus, students who must cross the road are to walk in front of the bus. Students are to cross the road on signal from the bus driver or bus patrol member.
- Help look after the safety of younger children.
- Be alert to danger signals from the driver.

****Students and parents are advised that video cameras may be used on the buses to ensure proper student conduct.**

****Violation of these rules may result in parents having to drive students to school.**

DISCIPLINE

All school rules apply while students are on the school bus or in sight of the bus driver.

- Students and/or parents will be held responsible for any damage done to the bus.
- The bus driver will be responsible for the discipline and standard of conduct on the vehicle
- Behavior by any student that infringes upon the safety and privileges of others on the bus will not be tolerated.

- A student who cannot maintain self-discipline while riding the bus or at the bus stop will lose the privilege of being transported. If any of the rules set forth by the district or driver are broken (unless they be of a serious nature) the following apply:
 1. A first offense mailing will be sent home to the parent by the principal.
 2. If a second offense occurs, the child will be suspended from riding the bus until a conference between school officials and the parent is held to guarantee that there will not be a recurrence. During the period of suspension, the parent or guardian is responsible for having the student transported.
 3. A third instance will result in possible suspension for the remainder of the school year.

Suspension is to begin upon the student being dropped off at the student's bus stop at the close of the school day. Students who lose bus riding privileges indefinitely or for the remainder of the school year following an offense considered to be of a serious nature, or following a third offense, will be given a hearing by the Review Committee following a specified period of time after suspension from bus riding privileges. Hence, based on testimony of all persons involved leading to this suspension, the Review Committee's recommendation be affirmative and approved by the Principal, the student in question would once again be permitted to ride the school bus. However, should this student be involved in any further misconduct following this privilege, the student would be suspended from riding the school bus for the remainder of the school year.

- Consequences for inappropriate behavior on the school bus will be determined by an administrator and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator.
- Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense.

SERIOUS INFRACTIONS

The following infractions will be considered of serious nature and will result in immediate suspension of riding privileges:

- Fighting
- Smoking
- Possession of Alcoholic Beverages

BUS ACCIDENT

Should a school bus accident occur the following procedures apply:

- Students are not to leave the scene of the accident unless they are being transported for emergency medical care.
- School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends.
- It is normal school district procedure for all students on the bus/van to be examined by EMT personnel and/or a building nurse on the scene. If not being sent for emergency evaluation, students should be transported to the school, and rechecked by the school nurse.
- Parents will be notified of the accident, as well as the location and condition of their child, and the plan and location for reunification.
- If parents wish to, they may accompany their child for additional medical examinations.
- Parents also may choose to sign out their child from school, for the day, as an excused absence. Parents will not be permitted to remove a child from the accident scene without approval of a building administrator.
- The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. **
- Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.
- Video cameras may be placed in any bus. All students are subject to being videotaped on the school bus at any time. Notification to parents will be made through school district publications. The actual taping may be audio and video or only video. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action.

****School Bus Accident Insurance Provisions:**

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Northwest Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

STUDENT INVOLVEMENT WITH MEDIA POLICY

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, taped, videotaped, or posted to the school district website by the news media, district personnel, or other students. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our district to allow for live interactions between students and teachers at separate locations. Distance learning videotapes may be used to educate others about distance learning at seminars and other public places.

- Any media interaction with students must be approved in advance by the administration. Photographs, tapes, or videotapes created for commercial use are not permitted by the NASD,
- Students and parents are advised that students' voices, physical presence, participation in classroom/shop, and other activities may be transmitted to distant learning sites, videotaped, recorded, and/or photographed.
- If, for any reason, parents/guardians do not give permission for media sources, a **written note must be on file with the building principal by the conclusion of the first week of the current school year.** This note will be retained in the student's permanent record file.

INTERNET USE POLICY (See Board Policy #815)

General Information: The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Northwest Area School District supports the use of the Internet and other computer networks in the districts instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research, and collaboration.

Policy:

- The use of the network facilities shall be consistent with and enhance the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
- The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet.
- The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet or through use of district equipment.
- The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.
- When applicable, the school district will cooperate with local, state or federal officials in the event that there is an allegation that a student or district employee has violated the Acceptable Use Policy or other laws or regulations.
- **The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.**
- The district also reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users. However, users should not expect electronic communications to be private.

Rights And Responsibilities/Acceptable Use:

The purpose of Northwest Senior High and Middle School's Internet connection is to support research and education in and among academic institutions worldwide by providing access to unique resources and the opportunity for collaborative work. **The use of an account at the school must be in support of education and research, and consistent with the educational objectives of the district as follows:**

The building administrator shall have the authority to determine what inappropriate use is and his/her decision is final.

Access:

The district's Network Administrator will assign network accounts to be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. No personnel information or student information that is protected by the Family Educational Rights and Privacy Act shall be disseminated through the network. Personal addresses, phone numbers, social security numbers, passwords or credit card information shall not be disclosed.

Safety:

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Consequences For Inappropriate Use:

- The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
 - Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.
 - General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
 - Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes but is not limited to the uploading or creation of computer viruses and the vandalism of hardware or devices.
 - Any and all costs incurred by the Northwest Area School District for repairs and/or replacement of software, hardware, and data files will be the responsibility of the user(s) who has created the loss.
 - **Copyright:** The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to, or downloaded from, the network shall be subject of "fair use" guidelines. All users should consult existing Copyright Infringement Policy and Computer Ethics Guidelines adopted April 22, 1996 (P.L. 94-553, Section 107).
1. All use of the Internet must be in support of education and research and consistent with the purpose of the Northwest Area School district.
 2. Use of the Internet which results in any copyright violation is prohibited.
 3. Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
 4. Hate mail, harassment, profane and/or foul language, abusive and/or discriminatory remarks, and other antisocial communications on the Internet are prohibited.
 5. Personal information such as a name, address, or telephone number should not be revealed on the Internet.
 6. Use of the Internet for product advertisement or political lobbying is prohibited.
 7. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
 8. Use of the Internet for commercial or for-profit purposes is prohibited.

9. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
10. The Internet shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
11. Tampering, interfering, or intercepting another user's account or email is prohibited.
12. Use of the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords or data belonging to other users is prohibited.
13. Use of school technology or the Internet for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
14. Use of the Internet to facilitate illegal activity is prohibited.
15. Use of the Internet for non-school work or non-school related communications is prohibited.
16. Use of the Internet to misrepresent other users on the Internet is prohibited.
17. It is not permitted to create, send, or forward electronic chain letters.
18. All encountered or observed problems in system or network security should be reported to an administrator in your building.
19. Users will not respond to unsolicited online contact on the network.
20. Users will not subscribe to news groups or servers.
21. Students are prohibited from sharing individual passwords.
22. Use of any email account other than a NASD assigned account is prohibited.
23. Use of school digital photographs for personal use is prohibited.
24. Students shall not change default setting of computer, Internet, and/or programs.
25. Students need to have close visual supervision at all times while accessing the school's Internet resources. The person in charge of that particular class or club will be responsible for proper Internet usage.

CHEATING POLICY

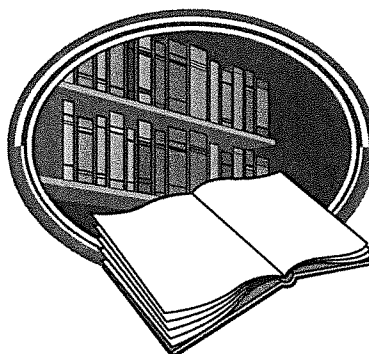
The Northwest Area Senior High and Middle School is an academically oriented learning institution. Course work is often rigorous and students at times may feel pressured to succeed at all costs. As a result, some students consider cheating as an accepted part of school life.

Students who choose to cheat or engage in academic dishonesty will be disciplined very harshly. The penalties are delineated in the Discipline Code.

All students should be aware that plagiarism, whether intentional or unintentional, is a form of cheating. A teacher who has determined that plagiarism has been committed shall have the option of providing an alternative assignment or giving a no credit (a zero) for the assignment. In addition, any student who has plagiarized will be subject to the penalty delineated in the Discipline Code.

To plagiarize is "to steal and pass off as one's own the ideas or words of another", or "to present as one's own idea or product derived from an existing source". Using the words or the ideas of another, be it a friend, relative, or published writer, without giving credit to the person, is unacceptable in all types of writing, assignments, including research papers, compositions, book reports, and homework assignments. Any student who provides information or academic work to another student will also be held accountable for academic dishonesty. (Please review the information on Level II infractions on page 71.)

Plagiarism/Cheating is considered a Level II infraction and will be addressed accordingly. Repeat offenders who do not follow their teachers' guidelines to avoid plagiarism risk a grade of zero (0).



SECTION IX: PROCEDURES

- ANNOUNCEMENTS 115
- ASSEMBLIES 115
 - ❖ *Detention Procedure*
- EARLY DISMISSAL SLIPS 115
- HALLWAY PASSPORT REGULATIONS 116
- BUS PASS PROCEDURE 116
- CLASS OFFICER ELECTIONS 117
- HOMEWORK COLLECTION 118
- STUDY HALL REGULATIONS 118
- PROCEDURES REGARDING ARREST WARRANTS 118
- STUDENT COMPLAINT PROCESS 118

ANNOUNCEMENTS

In order to acquaint everyone within our school with daily events, a Morning Bulletin consisting of a listing of daily high school activities and an absentee report will be produced and distributed to classrooms during Period 1 or 2—barring unforeseen circumstances.

- Announcements in need of additional mention due to the nature of the topic or those of particular necessity will be made during Morning Homeroom or, in unusual circumstances, during the school day via the Public Address System.
- When a student has a specific reason to make an announcement to the student body, be sure that the message meets the following specifications:
 1. Be sure the item you want to make known cannot be communicated effectively in any other way.
 2. Secure the consent and signature of your teacher-advisor.
 3. State what needs to be said as briefly and clearly as possible, not overlooking good grammatical form.
 4. Be sure the information you wish to submit is of broad, general application. Do not ask that items which concern but a few individuals be announced, unless the subject matter is of such a nature that the interest would involve a large number of students.



ASSEMBLIES

Students please keep in mind that your behavior reflects not only on you as an individual, but also on everyone in the Northwest Area School District whenever we are visited by those persons putting on assemblies in our school. Therefore, we encourage everyone to reflect the positive image that our school, and everyone who is a part of our school, deserves by observing the following directions:

1. Students entering the Auditorium will seat themselves immediately in respective class sections, avoiding all unnecessary noise and confusion. **No backpacks will be permitted in the auditorium.**
2. The appearance on the platform of the one that is to speak should be the signal for immediate silence and attention.
3. All students are requested to exhibit appropriate behavior, which means that talking should be at a minimum noise level prior to and following assembly programs and that the attention of the audience should be complete and talking nonexistent during assembly programs.
4. Show appreciation cordially, but avoid excessive applause. Carried beyond a certain point, applause ceases to be a courtesy. Whistling, booing, and audible comments from the audience are entirely out of place in assemblies.
5. Students needing to use the restroom during an assembly will be asked to return to a seat in the back of the auditorium so as not to cause any further disruptions.
6. Dismissal: Seniors will usually march out first, followed by the others, who will then exit by class groups as directed.
7. After assembly, go directly to class or buses. Do not loiter in the corridor.
8. Students are not to do any reading or writing during assembly.
9. Assembly seating will be by grade level.

ASSEMBLY DETENTION PROCEDURE

Disruptions by any student are unacceptable and will not be tolerated. Students who are disruptive will be managed as follows:

- The student will be removed from the assembly, accompanied by a teacher to the library, and signed in to assembly detention.
- The teacher will complete a discipline referral.
- The student will remain in the assembly detention until the end of the activity and will not be allowed to return for any reason.
- The student and referral will be sent to the Assistant Principal at the end of the activity.

EARLY DISMISSAL SLIP PROCEDURE

From time to time unusual circumstances may occur which will require that a student be excused for a portion of a school day, a day, or days. Should this happen, the teacher whose class will be missed must be informed of this absence. Early dismissal slips are issued to cover such instances, subject to the approval of the administration.



Kindly follow this procedure for early dismissal:

- Student will go to the high school office with a note signed by a parent or guardian explaining the nature of your request before 8:15 a.m. Doctor's appointment cards must be presented at this time. Students intending to drive themselves from the school to an appointment must assist the school in getting verbal permission from a parent/guardian that they may drive themselves.
- You will receive an early dismissal slip with the signature of the Principal, or designee, filled in with the information required.
- Have the teachers whose classes you will miss sign the slip and then return it to the High School Office at the time you are scheduled to leave school.
- Parent or Guardian must sign students out in the main office unless the student is driving to the appointment.

HALLWAY PASSPORT REGULATIONS



1. Students Hallway Passports will be issued two times per year.
2. A different colored passport will be issued each time.
3. Students will be responsible to have their passport each day. A student who does not have his/her passport will **be documented by the classroom teacher**. The teacher will then issue an "Easy Pass" for the student. Students may only use the EZ Pass once per quarter.
4. Students may use this passport for the following rooms: Guidance, locker, Library/Resource rooms, nurse, office, and restrooms.
5. A limit of no more than 2 students should be allowed out of a particular classroom at one time.
6. Students may not use the restrooms two periods in a row or more than two times in a day. Students with special circumstances must have a written note from the nurse.
7. Students will only be allowed to leave the classroom during the **first five minutes or last five minutes of each class period**.
8. When the passport is filled, the teacher who signs the passport last will notify administration of the frequent hallway visits. Administration will investigate reasons for excessive use.
9. Students must have their hallway passports completely filled out in ink.
10. Students must have their hallway passport in **visible sight** when out of the classroom.
11. Students caught in the hallway without a properly signed passport will automatically be referred to administration.
12. Students must complete the entire front of the hallway passport before using the back of the pass.
13. If a student loses his/her passport, a parent must notify the High School office in writing and request a new permit before it will be issued.
14. Students will be required to add their names to a clip board sign-out sheet posted in each classroom prior to leaving the classroom.

BUS PASS PROCEDURE

Students are required to ride their assigned bus both to and from school. If a student needs to ride a different bus either to or from school, the procedure is as follows:

- The student will provide a request in writing from a parent/guardian. A parent must sign the request.
- The request must include the date a bus pass is required, the bus that the student will be riding and the stop. Buses can only drop students at approved stops.
- Bus passes may be used only on the date specified on the pass.
- Requests for bus passes are to be turned in to the high school office before period one on the day the pass is needed. Bus passes will be available for pick up in the main office during lunch periods.
- Students will not be allowed to enter any bus other than the one they are assigned without an official bus pass issued by the school office.
- Bus passes will not be issued without a signed request from a parent.
- School officials may call parents to confirm bus pass requests.

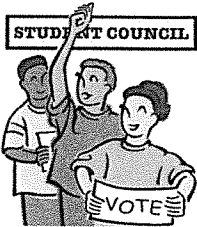


CLASS OFFICER ELECTION PROCEDURE

Each grade in the Senior High School organizes itself as a class, under the guidance of a Class Advisor. Officers, as follows, are elected each year by each class starting in the ninth grade: President, Vice-President, Secretary, and Treasurer.

Regulations

- Class elections are to be held at the start of each school year. The actual date will be determined by the administration.
- Each candidate must meet all academic and behavioral standards.
- Each candidate must secure and properly complete the following:
 1. Grade verification form signed by the Class Advisor.
 2. An essay on assigned topic to be chosen by administration. Must consist of at least 250 words, be typed, and be the candidate's own work.
 3. A Class Officer Nomination form signed by 15 fellow classmates in same grade level.
 4. Candidate must participate in a public question and answer forum to be held before elections.
 5. All of the above must be completed within the ten (10) day limit. NO exceptions!
- Each candidate must maintain an overall GPA above 80% for the three marking periods prior to the election.
- Any candidate failing two or more classes will be disqualified from candidacy.
- Any candidate with four (4) or more disciplinary referrals for the previous school year will be disqualified from candidacy.
- Any candidate absent from school without the approval of a doctor for more than 15 days in the previous school year will be ineligible for candidacy.
- All students will be allowed to vote until 12-noon on school-election day. Any student not present before 12-noon will be ineligible to vote. Likewise, no votes can be cast before the official Election Day and voting in absentia is not allowed.
- All campaign literature must be approved by the principal/assistant principal.
- Campaign posters are limited to four (4) per candidate and can only be displayed in hallways.
- The Class Election Review Committee will be the final determiner in all matters of dispute.
- Any election resulting in a tie will be settled by a run-off between only the tied candidates.



VOTING PROCEDURE

- The class advisor will develop, provide, and distribute ballots to the students.
- Student ballots must be numbered and students will sign for each ballot.
- Students absent on the day of elections will not be allowed to vote.
- Students returning from college classes or other appointments must meet with the class advisor and submit a ballot by 12-noon the day of the election.
- The class advisor will submit the names of all candidates to the principal's office, along with their petitions.

ELECTION REVIEW COMMITTEE

- The Election Review Committee shall be composed of the following:
 - Principal, Assistant Principal, Guidance Counselor, Class Advisor, and three faculty members.
- The Election Review Committee will oversee all elections and voting procedures and may at any time investigate allegations of impropriety in the election process.
- The Election Review Committee will be the sole instrument used to settle disputes arising from the election of class officers.
- All requests for review of electoral disputes should be submitted in writing to the Election Review Committee before the commencement of voting. For disputes arising during and after elections, there will be a five (5) day window in which to submit a written challenge, outlining the character of the dispute, to the Election Review Committee.



HOMEWORK COLLECTION PROCEDURE

Homework requests for a student with an illness are to be made no later than 10:50 a.m. and may be picked up at the High School Office between 2:30 and 3:00 p.m. Requests of this nature should be made if it is anticipated the student will be absent for 2 or more days. Tests announced prior to any absence may be administered by the teacher on the specific date stated. If a request is made after 10:50 a.m., we will do our best to gather work by 2:30 p.m., but a late request may limit our ability to gather work from all teachers.

STUDY HALL REGULATIONS



- Study Halls are regularly scheduled periods for the purpose of enabling students so assigned to complete make-up work, complete homework, study for upcoming tests and/or examinations, etc. Hence, the student goal in each Study Hall is toward educational endeavors while maintaining SILENCE at all times. Students assigned to a Study Hall may be permitted to go to the Library/Computer Labs at the discretion of the Study Hall Moderator and the Librarian.
- Students in need of doing research for an assigned classroom project should be given first preference to go to the Library/Computer Labs.
- Students shall be responsible to report to all Study Hall classes on time.
- Teachers shall assign each student a seat.
- Students must have books and other materials necessary to complete class assignments.
- Study Halls shall be SILENT and students will not be permitted to talk.
- Students leaving a Study Hall to do research in the Library/Computer Lab must have a written pass provided by the teacher.

PROCEDURES REGARDING ARREST WARRANTS

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

STUDENT COMPLAINT PROCESS

Purpose

The Northwest Area School District recognizes that students have the right to request redress of complaints. Further, the Northwest Area School District believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

Definition

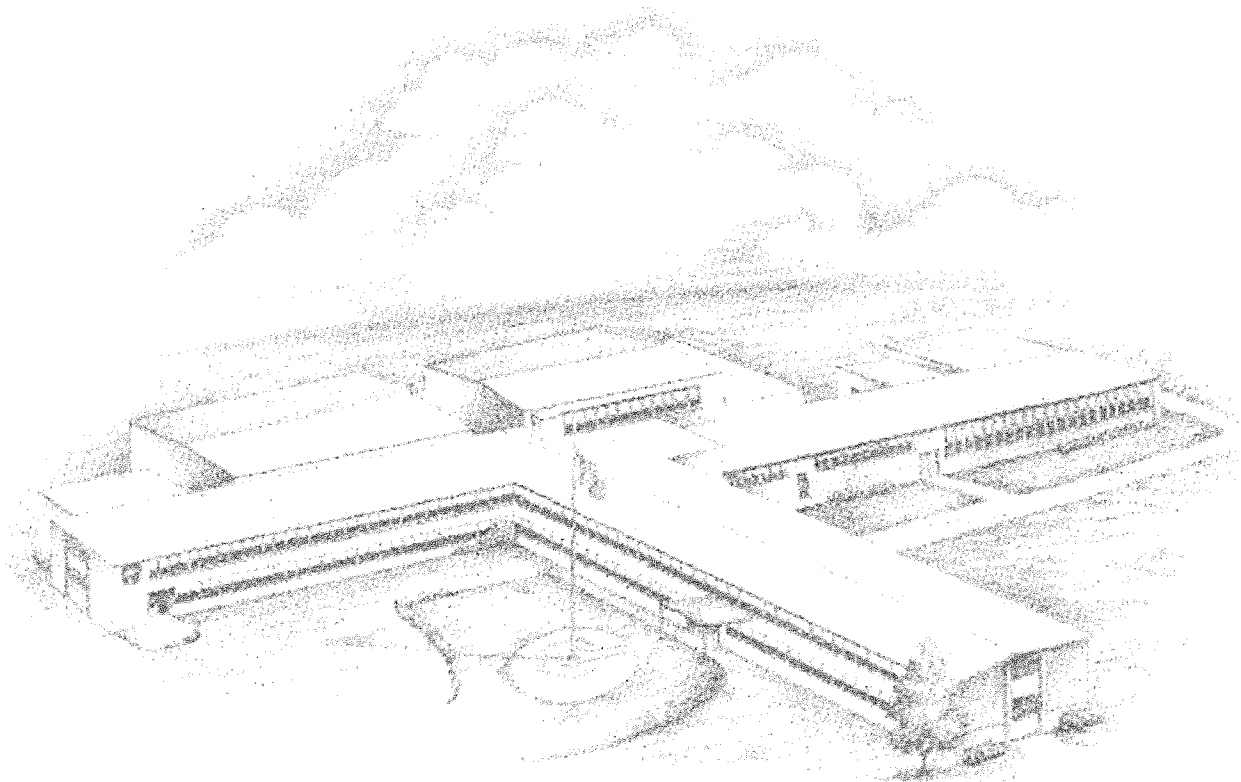
For purposes of this policy, a student "complaint" shall be such that arises out of actions that directly affect the student's participation in an approved educational program.

Authority

The Northwest Area School District or its employees will recognize the complaints of the students of the school provided that such complaints are made according to procedures established by policy of the Northwest Area School District.

- The students should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor, and both shall attempt to resolve the issue informally and directly.
- For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth:
 1. the specific nature of the complaint and a brief statement of the facts giving rise to it
 2. the manner in which, and extent to which, the student believes he/she has been adversely affected
 3. the relief sought by the student
 4. the reasons why the student feels he/she is entitled to the relief sought,
- The complaint may then be submitted in turn, to the school principal, and superintendent.
- The student may seek the help of a parent or a guardian at any step.

NORTHWEST SENIOR HIGH AND MIDDLE SCHOOL



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