



Northampton Area School District

Northampton Elementary Schools
Franklin, George Wolf, Lehigh, Moore, Siegfried

August 27, 2018

ELEMENTARY PARENT/STUDENT HANDBOOK

Dear Parent/Guardian:

We welcome your child to the Northampton Area School District Elementary Schools. The document you are holding is our Student/Parent Handbook which has been designed to assist you and your child in locating information regarding procedures, rules, and regulations that apply to all district elementary buildings as well as information that pertains to your child's particular school.

Our goal is to help your child have a successful year in a safe, positive learning environment. We ask you to assist us in reaching this goal by familiarizing yourself with the handbook.

Please note that the check-off and signature forms included with the handbook should be completed and returned as soon as you and your child have read this handbook. We ask that these cards be completed and returned by Friday, September 7, 2018.

Sincerely,

Elementary School Principals

Renee Sallit – Borough Schools

Stephen Serensits – George Wolf

Cassandra Herr – Lehigh

Curtis Dimmick – Moore

District Website: www.nasdschools.org

Approved – July 16, 2018

NORTHAMPTON AREA SCHOOL DISTRICT

MISSION STATEMENT

Northampton Area School District is dedicated to educating and developing responsible citizens who learn from the past, listen to the present, and lead our future.

“Learn, Listen, and Lead”

Belief Statements:

1. We believe in the Northampton Area School District.
2. We believe that learning about our past will provide our students with a “Konkrete” foundation that will prepare our students to embrace the future and adapt successfully in a global, changing society.
3. We believe in the worth of every individual and that everyone in our community deserves to be treated with dignity and respect.
4. We believe that a safe and positive environment is essential to learning.
5. We believe in fostering positive relationships among students, staff, parents, and community.
6. We believe high expectations promote high achievement.
7. We believe that a healthy lifestyle and awareness of the arts should be nurtured through physical, emotional, social, and intellectual development.
8. We believe instructional strategies should recognize diverse learning styles, the needs of all students, and should challenge all students to develop to their fullest potential.
9. We believe educational excellence requires continuous improvement and is the shared responsibility of students, staff, parents, and community.

Vision Statement:

The Northampton Area School District will empower students to achieve individual, unique, and authentic success through a culture of excellence.

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ATTENDANCE POLICY

Regular attendance by students is required by state law and students are encouraged to attend school each and every day. Parents are requested to schedule dental, doctor, or similar appointments at times that least interfere with the student's school day. If your child is absent a total of 10 days, each absence after ten (10) days may require a doctor's excuse.

ABSENCE FROM SCHOOL

Whenever a student is absent from school, a written excuse from the parent and/or guardian is required on the return date. This excuse should explain why the child was not in school and the exact date(s) of the absences. This is required even though a parent may have informed the school of the absence by telephone. If an excuse is not received within three (3) school days of the last date of absence, the absence(s) will be considered illegal. The District realizes that weekends and holidays may sometimes make it impossible for a parent to provide an excuse within three days. In such cases, the building administrator will take into account the extenuating circumstances before considering an absence illegal.

If a student is absent for more than three (3) consecutive school days, the parent should contact the school noting the reason for this absence. If there is no communication from home after the third consecutive day of absence from school, the teacher may request that the school nurse contact the parents to inquire about the student's condition.

If a child has an extended absence, the parent should arrange for homework assignments to be completed during this absence. If this extended absence is expected to become long-term, please contact the school office to arrange for homebound instruction.

A note is also required for leaving school early and/or for a late arrival to school.

Excused Absences

- ▶ illness
- ▶ quarantine
- ▶ recovery from an accident
- ▶ death in immediate family or a near relative
- ▶ required court attendance
- ▶ impassable roads
- ▶ religious holidays
- ▶ exceptionally urgent reasons affecting a child
- ▶ approved educational trips (limited to 5 days per school year)

Illegal Absences

- ▶ absence through parental neglect or for parental convenience (i.e., babysitting, no ride to school, car trouble, etc.)
- ▶ truancy
- ▶ oversleeping
- ▶ missing the bus
- ▶ educational trips taken without prior approval or more than 5 days per year

If a student compiles more than three (3) days of illegal absence, official action is taken by the school district that could result in fines and other legal action (Pennsylvania School Law Act 29 of Special Session #1 of 1995). Under Compulsory Attendance / School Attendance Improvement and Truancy Reduction (24 P.S. 13-1327), schools are required to develop a School Attendance Improvement Plan (SAIP) for students and parents who have compiled more than three (3) illegal absences. The SAIP is a binding document, aimed at overcoming any barriers to student attendance in school. If the SAIP is not followed by the student and parents, legal action in the form of a citation for Truancy will be filed with the local magistrate. Truancy violations can result in fines or mandated parent/student education classes.

Doctors/Dentists Appointments

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child at the office. Only appointments with doctors and dentists or similar reasons will be accepted. No child is permitted to leave with any adults or persons unless requested and approved by the parents or guardians. You must come to the school office and present photo identification to sign the student out. No one is permitted to go directly to a child's classroom to pick up or drop off a student. We are not permitted to release any child to walk alone to the dentist, doctor, etc.

A MAXIMUM of ½ school day is allowed for normal doctor or dentist visits. Unless extensive dental work is being done or unless serious physical reactions occur due to tooth pulling or medical treatment, children are expected to be in attendance during that session of the school day that is immediately before an early afternoon appointment or which is immediately after a morning-hour appointment. A doctor or dentist's excuse may be needed to excuse the child if the maximum time of absence allowed is extended.

SUMMARY OF ATTENDANCE POLICY FOR TARDINESS AND ABSENTEEISM

Student Arrives	Reason	Result
Before 10:30	Doctor/dentist appointment	Nothing
After 10:30	Doctor/dentist appointment, illness	½ day absent
Between 8:55-10:30	Other reasons	Tardy
After 10:30	Other reasons	½ day absent (possibly illegal)
Student Leaves	Reason	Result
Before 10:30 & does not return	Doctor/dentist appointment, illness	1 day absent
After 1:30	Doctor/dentist appointment, illness	Nothing
Before 1:30	Doctor/dentist appointment, illness	½ day absent
Before 3:00	Other reasons	½ day absent (possibly illegal)

If a student comes to school, leaves school for a doctor or dentist appointment, and returns to school, a half-day absence is recorded if the student is gone for more than 1½ hours.

Early Release of Students

If you must remove your child from school during the school day, please send **a note to the classroom teacher** stating the time you will pick up your child **at the office**. Only appointments with doctors and dentists or similar reasons will be accepted. No child is permitted to leave with any adults or persons unless requested and approved by the parents or guardian. **You must come to the school office to sign out the student and present photo identification.** We cannot dismiss students early for dancing lessons, music lessons, etc.

In the event a child is to be released early from school, a reason for the early dismissal needs to be given by the parent prior to the child being dismissed. If no reason is given, the time absent could be marked as an illegal absence. Also, if the time absent from school is excessive in relation to the nature of the appointment and the distance from the school, the absence will be considered to be an illegal absence.

Tardiness

A student is marked tardy if he or she enters school after 8:55 A.M., for reasons such as: missed the bus, overslept, etc. Doctor or dentist appointments are not considered tardy.

If a student comes to school due to tardiness anytime after 10:30 A.M., this becomes ½ day of absence, which may be illegal.

Educational Trips

Students may be **excused for up to a total of five (5) consecutive or cumulative days per year for educational trips**. An Educational Trip Request Form must be submitted to the building principal at least ten (10) school (work) days prior to the first day of the educational trip. Please visit the school district's website to obtain an Educational Trip Request Form (policy 204.2), or contact the school's Office to obtain a hard copy.

Make-up work will be provided to the student upon his or her return to school. Classroom work will be made up to the satisfaction of the classroom teacher(s). The make-up work for excused educational absences is expected to be completed within a period not to exceed the time equal to the number of days absent, times two (ex. For a trip lasting 5 school days, work would need to be completed within 10 school days upon return/assignment).

GUIDELINES FOR SCHOOL ATTENDANCE WHEN YOUR CHILD IS ILL

For the health and safety of your child, as well as fellow students and faculty, the following information should be used as guidelines for keeping an ill child home:

Fever: Any child with a temperature of 100 or higher should stay home until the temperature is normal for a 24-hour period. If a child develops a fever of 100 degrees or above during the school day, he or she will be sent home.

Diarrhea/Vomiting: Any child who experiences an episode of diarrhea or vomiting the previous night or in the morning before school should remain at home. The child may return to school 24 hours after the last episode.

Upper Respiratory Infection: Any student under a physician's care for bronchitis, pharyngitis, strep throat, or any other upper respiratory infection which warrants antibiotics may, with the written permission of the doctor, return to school while being treated (at least 24 hours after the start of antibiotic therapy). A child who has a cold, which is not accompanied by fever or a severe cough, may attend school. A cold accompanied by a fever may indicate a more serious problem, and the child should stay home.

Conjunctivitis (Pink Eye): This can be highly contagious, depending upon the cause. Children may return to school with the written permission of the physician.

Chicken Pox: The child may return to school when all vesicles are scabbed over (7-10 days).

Lice: The child may return to school after treatment and when judged to be non-infective by the school nurse (student will be checked by nurse between day 10-14). Student return is also subject to professional judgment of the school nurse.

Additionally:

Emergency information must be kept current. Please inform the main office of any changes.

Any injuries occurring at home or during non-school hours should be addressed with appropriate medical follow-up at the time of the injury. The schools are not staffed or equipped to treat injuries that occur outside of school.

BACKPACK/BOOK BAG GUIDELINES

Book bags and backpacks have been found to be a security concern, and a potential health and safety detriment. Therefore, students are not permitted to carry solid-material book bags or backpacks in hallways or classes. Students may use these book bags to bring books to school and then take them home, but must leave these bags in their lockers for the duration of the school day. Mesh or clear back bags are permitted to be used throughout the school day (samples are available in the main office and the mesh bags will be sold in school by one of our service organizations). Athletic bags and equipment must be stored in designated areas (as per coach's instructions) prior to the start of the school day and picked up at the appropriate dismissal time.

BICYCLES, SKATEBOARDS, SKATES

Students are not allowed to ride bicycles, skateboards, or skates to school for safety reasons.

BOARD POLICIES

All policies are available online through the Northampton Area School District Home Page: <http://www.nasdschools.org>, then visiting the Board of Education tab.

BUS INFORMATION PROCEDURES

Transportation Change Requests

Any request initiated by the parent or guardian for permanent changes and/or temporary changes in student transportation to and from a location such as home, childcare facilities and baby sitters must be made to the transportation office by phone, email or letter of request. This request should be submitted prior to the beginning of the new school year unless the Transportation Office has been previously notified. All arrangements are to be made by contacting the Transportation Supervisor at 610-262-7811 extension 20280.

Student transportation arrangements must remain the same for each day of the week (Monday through Friday). Students must have one regular morning bus stop and one regular afternoon bus stop. Students may not have different bus stops for different days of the week or different situations. Parents will have the option of changing their son's/daughter's pickup or return location a maximum of one (1) time per month. Any additional requests will be handled on an individual basis by the transportation office.

Emergency situations will be handled on a day-to-day basis. The Transportation Office and the building principal are the only individuals authorized to make any bus changes. Therefore, **NO NOTES** are to be given to the bus driver at any time as a way of communicating emergency transportation arrangements.

Permanent Changes

The Transportation Supervisor and/or a designated representative shall have the authority to add or transfer a student to an existing run/stop and to add/delete a run/stop. Such authorization must be in writing before the change is instituted.

Temporary Changes

The Transportation Supervisor, the building principal or his/her designee, and the Bus Contractor's Representative shall have the authority to temporarily add or transfer a student to an existing stop and/or run. Such authority may be given upon written request of the parent or legal guardian of the student involved. Verbal Requests will be considered for extenuating circumstances only. Changes authorized under this procedure are for unusual circumstances and are valid only for a period of one day. The bus driver(s) shall be given written permission for the change by the above-mentioned school or transportation officials.

Bus Conduct and Safety Codes

1. Be ready to board the bus on time, and line up to enter the bus in an orderly manner
2. Leave the bus in an orderly and safe manner.
3. Be careful in approaching the school bus stop.
4. Wait until the bus is at a complete standstill before attempting to enter.
5. Remain off the road at all times and behave in a safe manner while waiting for the bus.
6. Ride only the bus to which assigned. Board and get off the bus at the assigned bus stop.
7. Assist in keeping the bus as safe and sanitary as possible at all times.
8. Practice courtesy to fellow pupils and assist the bus driver whenever possible and particularly with small children.
9. Never extend hands, arms, any other part of the body, or any object out of windows or doors.
10. Never experiment or tamper with the bus or any of its equipment.
11. Be careful to leave nothing on the bus (such as lunches, clothing or books).
12. Noise on the bus **must** be kept at a minimum. Firecrackers, loud talking, laughing, or other ways of creating a disturbance are not allowed.
13. Roughhousing or throwing objects in or from the bus is prohibited.
14. Electronic devices when used with headsets are permitted on the bus at the discretion of the bus driver. Neither the District nor First Student Transportation is responsible for personal items that are lost, stolen, or damaged.
15. Transportation of items such as musical instruments is not permitted unless carried in a case. Personal possessions may not be in the aisle.
16. The carrying of water pistols or other objects that can create disturbances is strictly forbidden.
17. Glass objects may not be transported.
18. The use of obscene language is not permitted.
19. Smoking or lighting matches is not permitted on school buses by the students or the drivers.
20. Eating, drinking, or use of alcoholic beverages or narcotics is not permitted on the bus.
21. Pets are not permitted on the bus.
22. Remain quiet when the bus is approaching a railroad crossing and until the bus has passed the crossing.
23. The driver is in complete charge of the bus. Students who risk the safety of others by the misbehavior may lose the privilege of riding the bus.
24. Obey the school bus driver, and in case of an emergency remain in the bus unless otherwise instructed by the individual in authority. Be careful and watch for an alert signal from the school bus driver.
25. When it is necessary to cross a road after getting off the bus, cross twelve (12) feet in front of the bus and look both ways to make sure no traffic is approaching.
26. If a student intentionally damages seats or other parts of the bus, he or she will be required to pay for their replacement.
27. Students are to remain in their seats while the bus is in motion.

If a student violates any of the above rules and regulations and loses his or her bus privilege, the student or his parents or guardians will have to provide transportation to school. In such cases, the law still requires attendance at school with parental arrest for nonattendance.

Unusual and extreme misbehavior may result in formal charges of harassment, disorderly conduct, criminal mischief, and/or criminal trespass being brought against the student(s).

If a student violates the school bus rules, the driver will complete a written bus referral and forward it to the principal. Depending on the severity of the offense and number of referrals, punishment may include a reprimand from the principal or head teacher, loss of privileges, principal-parent-student conference, after-school detention, or suspension from the bus.

Video Cameras on School Buses

Management of student behavior on the school bus is a key element to a safe school bus ride. Video cameras may be placed on any bus at the discretion of the school district. **The cameras may capture both video and audio recordings.** The use of video cameras on a school bus may be used to aid in the monitoring of bus behavior and discipline. It does not replace the discipline policy, authority or responsibility of the driver, or the responsibilities of school officials.

Bus Discipline

Parents should remind their children that it is a **privilege** to ride the bus. Also, proper behavior of all children is essential for the safety of everyone. Should a bus driver report a child for violating the rules explained above, the child will be dealt with in the following manner:

- First report* - Child will be spoken to by a school official
- Second report* - Child may be assigned to detention or disciplined by the loss of recess time or other school privileges
- Third & subsequent reports* - Child may lose the privilege of riding the bus for a definite period of time

Should a violation be severe, any one or more of the aforementioned consequences may be imposed, even though it might be the child's first or second report (Refer to Code of Student Conduct).

Kindergarten Busing

In order to assure the safety of Kindergarten students, **an adult is required to meet the students at their bus stop.** If an adult is not present at the stop, the student will be returned to the school or bus depot, and the parent will be called to provide transportation to and from that location. Alternate arrangements for meeting kindergarten students at their bus stop may be made with the approval of the Transportation Supervisor through the transportation office.

CHALLENGE/GIFTED PROGRAM

In accordance with Chapter 16 of the Pennsylvania Code, the Northampton Area School District Elementary Schools participate in the district's formal gifted program for children who qualify. Once a child enters the program he or she works with the itinerant teacher of the gifted, as well as with his or her classroom teacher, on a personalized enrichment program that is designed to meet his or her academic needs. This program is developed through a formal Gifted Individual Education Plan (GIEP). The itinerant teacher works in partnership with the regular classroom teacher to supplement the regular education curriculum.

The classroom teacher will carry on the work within the regular school curriculum at a pace favorable to the student's abilities and interests. The itinerant teacher will help the classroom teacher plan individualized learning activities based on the student's strengths and needs.

The itinerant teacher will also meet with the gifted children by grade level or in combined grade level groupings for an in-depth study of related topics or areas of interest within a topic. The itinerant teacher will make recommendations as to specific materials that could be integrated into the child's regular classroom environment. Parental suggestions are most welcome.

CLASSROOM INTERRUPTIONS

In order to provide a good learning environment for our children, classroom interruptions should be limited. Students and/or teachers will not be called to the phone or asked to leave their classrooms unless there is an emergency situation. Students and/or teachers will be notified of telephone messages and will return calls as soon as possible. Conferences with teachers can be arranged by contacting the classroom teacher. **All visitors to the school must sign in and wear a visitor's badge. Visitors will be asked to present photo identification at the main office regardless of purpose or length of the visit.**

CLASSROOM PARTIES

Classroom parties are not allowed unless the homeroom teacher has planned for them. Classroom parties will be kept to a minimum in order to avoid disruption to the instructional program. Please choose **pre-packaged** treats appropriate for students – **homemade snacks are not permitted**. Gum of any type is not allowed. Also, lollipops, candy apples, or other food items on rigid sticks are not recommended since they pose a potential safety concern to the students. Please refer to the Classroom-Team Party Food Guidelines (Procedure 209.2) and Policy 209.1 – Food Allergy Management.

CLASSROOM VISITATIONS – See Addendum VIII

All visitors to the school must sign in, wear a visitor's badge and present photo identification at the main office regardless of purpose or length of the visit.

CLUBS – See Individual School Addendum

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies to all students from the time they leave home in the morning until the time they return home in the afternoon. The student Code of Conduct is also in effect for walkers and students at bus stops and before and after school activities.

Homework is not part of the Code of Student Conduct.

Philosophy

Students, parents, and staff of the Northampton Area School District believe that order and discipline are essential to an effective educational environment. Everyone in the school community must play an active role in contributing to an orderly and safe school setting that promotes responsibility and mutual respect and maximizes each individual's opportunity to learn.

Harassment

It is the desire of the district to provide an educational environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Inappropriate verbal or physical conduct, verbal or written derogatory or discriminatory statements, racial slurs, and sexual remarks or conduct are examples of improper behavior. Such behavior is prohibited and violates policy of the district and will result in disciplinary action.

Disorderly Conduct

Under Pennsylvania criminal law, disorderly conduct is defined in the statute as *intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, and serves no legitimate purpose.*

Examples of behavior that might result in a disorderly conduct charge include fighting, unreasonable noise, obscene language or gestures, or any offensive or hazardous act that "serves no legitimate purpose" in school or at a school-sponsored event.

Weapons

Possession of a weapon is a violation of PA School Code and district policy and is punishable as per Level 4, Code 402, of the Code of Student Conduct.

Searches

Lockers and desks are school property and subject to search. Students should have no expectation of privacy with regard to lockers and desks.

CODE OF CONDUCT (continued)

Behavioral Expectations

Please refer to individual building addendums for the School-Wide Positive Behavior Program (SWPBS) behavior expectations being used in the Elementary Schools.

Student Behavior Code of Conduct

The Student Behavior Code of Conduct is a living document and may be subject to change/revision. Please refer to the District website (www.nasdschools.org) for any changes adopted during the course of the school year (pages 9-11).

The consequences listed after the Code of Conduct (page 12) are all possible outcomes for students who do not follow the Code of Conduct. These are based on Board Policy and will be used at the discretion of the Administration.

Disciplining Students with Disabilities

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan. Please refer to policy 113.1 for additional information.

Northampton Elementary Schools Privilege Denial

The privilege of participating in school programs and activities is an important part of attending the Northampton Area Elementary Schools. However, disruptive behavior may lead to a loss of these privileges. The privileges denied to students who fail to maintain the level of responsibility expected of them can include (**but are not limited to**): parties, field trips, recess, and other scheduled programs and events. Privileges may be reinstated at the discretion of the classroom teachers and/or building administrator.

PLEASE NOTE – Students who are suspended out of school are not permitted on school grounds and/or not permitted to attend/participate in extra-curricular activities.

CUSTODY ARRANGEMENTS / SCHOOL NOTIFICATION

Legal documentation must be on file with the school for any child whose custody has been assigned to a specific person. Without a court order, the school is unable to intervene in a custodial situation. Contact the school and provide the necessary documentation should the status of your child(ren)'s custody change.

DISTRIBUTION OF PARTY INVITATIONS

Party invitations for private parties may be distributed at school provided that all students in the class or all students of the same gender in the class receive an invitation. Phone numbers and addresses of pupils will not be given to parents for party invitations or any other purpose. A class roster (names only) may be requested from the classroom teacher. It is the child's responsibility to inform the teacher that he or she has invitations for distribution.

NASD Code	Minor Problem Behavior	Definition	Policy Reference	PIMS Code
1000	Defiance/Disrespect/Non-Compliance (M-Disrespt)	Student engages in brief or low-intensity failure to respond to adult requests.		---
1100	Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.		---
1200	Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	221	---
1300	Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.	218, 248	---
1400	Physical Contact/Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.	218	---
1500	Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.	253,815	---
1600	Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).	204.1	---
1700	Technology Violation (M-Tech)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	217,226,237, 249.1, 815	---
1900	Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories		---
NASD Code	Major Problem Behavior	Definition	Policy Reference	PIMS Code
2010	Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.	218,248,	---
2015	Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	218, 229, 237	---
2020	Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	221	---
2025	Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.	221	---
2030	Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.		---

2035	Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school).	204.1	---
2040	Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.		---
2045	Skip class (Skip)	Student leaves or misses class without permission.	204.1	---
2050	Truancy (Truan)	Student receives an 'unexcused absence' for ½ day or more.	204.1	---
2055	Tardy (Tardy)	Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school).	204.1	---
2060	Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	237, 249.1 815, 816	---
2065	Use/Possession of Combustibles (Combust)	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	218	---
2070	Violation of District Policy Regarding Medication	Student is in violation of the district's policy regarding medication.	210, 210.1	---
NASD Code	Major Problem Behavior	Definition	Policy Reference	PIMS Code
2101 2102 2103 2104 2118 2121	Physical Aggression (PAgg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	249	1 2 3 4 18 21
2217	Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence.	249	17
2324 2325 2330	Forgery/ Theft (Forge/Theft)	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.	218, 227, 815	24 25 30
2337 2338	Defiance/Disrespect/ Insubordination/ Non-Compliance (Disrespect)	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	218, 234, 249, 252, 807, 810.3, 810.5, 815	37 38
2427 2416 2414 2415 2419 2422	Harassment/Bullying/Cyberbullying (Harass)	Student delivers disrespectful messages* (verbal, gestural, or technological) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>The NASD conceptualizes bullying as defined by the evidenced based bullying prevention programs: OLWEUS & BP-PBS</i> <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>	249.1, 815, 247, 248, 249, 249.1, 252	27 16 14 15 19 22

NASD Code	Major Problem Behavior	Definition	Policy Reference	PIMS Code
2531	Arson (Arson)	Student plans and/or participates in malicious burning of property.	353	31
2632	Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.	218, 227	32
2735	Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	249, 218.2, 317, 319, 815	35
2839 2840 2841 2842 2843 2844 2845 2846	Use/Possession of Weapons (Weapons)	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	218.1	39 40 41 42 43 44 45 46
2947 2948	Use/Possession of Drugs (Drugs)	Student is in possession of or is using illegal drugs/substances or imitations.	227	47 48
2949	Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol.	227	49
2950	Use/Possession of Tobacco (Tobacco)	Student is in possession of or is using tobacco.	222	50

NORTHAMPTON AREA SCHOOL DISTRICT – CODE OF CONSEQUENCES

The Northampton Area School District follows a Code of Conduct designed to complement our School Wide Positive Behavior Program. Over the past years the Code has been a living document. The Department of Education has mandated that certain actions may be “reportable” as School Safety Incidents, which become part of the Safe Schools Report.

The Code of Conduct is divided into three major categories: Minor Infractions, Major Infractions non-reportable, and Major Infractions reportable. These can be differentiated by referring to the Code of Conduct “PIMS Code” column. Infractions with numbers in this column are reportable to the State. Infractions of each category are not listed in any particular order – infractions in the Code of Conduct may result in any consequence(s) listed in that category.

MINOR INFRACTIONS (Teacher Discretion)

- WARNING
- HALL RESTRICTION
- DETENTION – may include but are not limited to lunch, before and after school, recess, classroom
- 5TH OFFENSE IN MINOR MOVES DISCIPLINE TO IN-SCHOOL SUSPENSION
- NOTE: #1700
 - 1st Offense - Student pick-up/warning
 - 2nd Offense - Parent pick-up/2-hour detention
 - 3rd Offense - Parent pick-up/ISS
 - 4th Offense - Returned at school year end/ISS
- IMPORTANT: The School District is not responsible for any costs incurred during the time the electronic device is in the possession of the district.

MAJOR INFRACTONS – NON-REPORTABLE (Administrative Discretion)

- HALL RESTRICTION
- ADMINISTRATIVE DETENTION
- 1 - 3 DAYS IN-SCHOOL SUSPENSION
- 4 - 6 DAYS IN-SCHOOL SUSPENSION
- 5TH OFFENSE IN MAJOR MOVES DISCIPLINE TO OUT-OF-SCHOOL SUSPENSION
- ALL MAJOR OFFENSES ARE SUBJECT TO ADMINISTRATIVE REVIEW
- ALL MAJOR OFFENSES ARE SUBJECT TO POLICE REVIEW and POSSIBLE CITATION/ARREST
- ISS NOTIFICATIONS ARE BY MAIL / HAND DELIVERY
- OSS NOTIFICATIONS ARE BY TELEPHONE AND MAIL / HAND DELIVERY

MAJOR INFRACTIONS – REPORTABLE (Administrative Discretion)

- SUSPENSION up to 10 DAYS OUT-OF-SCHOOL
3 TO 10 DAYS WILL BE REPLACED WITH A 5 DAY MINIMUM/10 DAY MAXIMUM PLACEMENT AT WASHINGTON’S CROSSING SCHOOL
- SUBJECT TO ADMINISTRATIVE and POLICE REVIEW, POSSIBLE CITATION, ARREST and SAP/D&A REFERRAL
- RESTITUTION if appropriate
- STUDENTS SUSPENDED OUT OF SCHOOL ARE NOT PERMITTED ON SCHOOL GROUNDS OR TO ATTEND/PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES
- THE PRINCIPAL AND ASSISTANT SUPERINTENDENT HAVE THE DESIGNATED AUTHORITY TO REFER STUDENTS TO THE SUPERINTENDENT WITH A RECOMMENDATION FOR A HEARING BEFORE THE NASD BOARD OF DIRECTORS WHICH MAY RESULT IN EXPULSION
- OSS NOTIFICATIONS ARE BY TELEPHONE AND MAIL / HAND DELIVERY

DRESS AND GROOMING

School is a place to learn. The Board of School Directors, administration, and the professional employees of the Northampton Area School District believe that in order to provide for the health, safety, and welfare of the students and maintain an appropriate and positive learning environment, the students shall dress and be groomed in accordance with the Administrative Regulations.

We believe that the appropriate dress and grooming of students positively affect the total school program. We believe a student's dress and grooming should be neat and clean and not distracting to students, teachers, or the educational process of the school. Parents and students are equally responsible for the dress and grooming of the student.

Due to the vast array of clothing styles available in today's marketplace, it would be impossible to list everything that would be acceptable to wear to school. As a general statement, all clothing must be of appropriate size and must fit neatly. The following list identifies the items of dress and grooming that are not acceptable in school during the school day:

1. Hats or any head coverings (e.g., sweatbands, scarves, and bandanas of any kind), unless the student can verify that they are part of his/her established religious beliefs or necessary due to medical circumstances
2. Undershirts, shirts, tank tops, dresses, or any other apparel that does not cover the shoulders (e.g., a spaghetti strap top not acceptable without a cover-up top)
3. Blouses or shirts that expose the midriff, see-through tops or blouses, revealing tops, or low necklines (tops and bottoms must overlap at all times, including when arms are raised)
4. Any clothing style that displays undergarments (e.g., oversized pants)
5. Oversized clothing that may be unsafe for the student to wear (e.g., baggy pants that fall below the normal waist area)
6. Clothing that has been torn, cut, or ripped
7. Spandex, leggings, stirrup pants, or bike shorts unless worn under an article of clothing that complies with the dress and grooming regulations.
8. Clothing or accessories which display vulgar, obscene, profane, and/or pictures and/or slogans with a double meaning including those related to sex, weapons, alcohol, tobacco, or drugs
9. Wording or logos on the derriere portion of clothing
10. Clothing, accessories, and/or insignia related to racism, hate groups or offensive to other social groups
11. Apparel or usage of apparel characteristically associated with gang affiliation (e.g., one pant leg up)
12. Pajamas, loungewear, and underwear (e.g., boxer-style shorts) worn as outer garments
13. Slippers, flip-flops, roller sneakers, and bare feet
14. Hair length or styles, including facial hair, that constitute a health or safety hazard unless the student has been authorized to wear a type of cover approved by the administration
15. Hair length or styles, including facial hair, that cause disruption to the educational process
16. Clothing styles or accessories that can be dangerous, damage school property, or be considered a weapon (e.g., studded jewelry or studded clothing of any kind, chains – (jewelry and non-jewelry alike) – attached to or hanging from clothing
17. All body piercing jewelry is subject to administrative review. Decisions regarding such jewelry will be based on the safety of the student.
18. Shorts, skirts, dresses, or similar types of clothing that are more than 3” above the top of the knee.
19. Sunglasses, except with prior administrative permission or medical verification
20. Outerwear (e.g., coats, scarves, hats, gloves, etc.) must be removed upon entering the school and placed in the students’ lockers or at his/her desk. In cold weather, the students will be allowed to wear their outer garments as necessary
21. Clothing and/ or insignias that falsely represent military service and/or legal authority uniforms
22. Jeans or pants may be no longer than the bottom of the heel on the shoe (pants cannot be dragging on the floor)
23. Hooded sweatshirts or hoodies may be worn, however, the hood may not cover the head

DRUG AND ALCOHOL PREVENTION AND ABUSE

Policy Statement

The Northampton Area Board of Education recognizes that drug abuse is a complex human behavior brought about by many conflict situations, which are encountered by persons of school age. The Board also recognizes that such activities are illegal under laws of the Commonwealth which, as a Board, must be upheld.

The Board of Education believes that educating children about the dangers of drug and alcohol abuse is the first step in dealing with one of society's major problems. It, therefore, will continue to emphasize its current program of alerting children in the schools to the effects and consequences of nonmedical usage.

In accordance with Pennsylvania's Drug-Free School legislation, the district is required to share its Drug and Alcohol Prevention Policy with the public; a copy is available at each school office. If you have any questions regarding the policy, please contact the district office at 610-262-7811.

Preface

This policy including its rules, regulations, and guidelines is a coordinated effort by the Northampton Area School District to openly and effectively respond to the potential and current abuses of drugs, alcohol, and mood-altering substances by members of the student population.

Statement of Policy

Through curriculum, classroom activities, district and community support and resources, and rehabilitative and disciplinary procedures, the Northampton Area School District will work to educate, prevent, and intervene abuse of all drug, alcohol, and mood-altering substances by students.

Rules and Regulations

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, or mood-altering substances or any substance purported to be a restricted substance will be subjected to discipline pursuant to the provisions and procedures outlined in Board Policy 235.

School Guidelines

As an integral part of the Northampton Area School District Drug and Alcohol Prevention Program, these guidelines represent a district-wide effort to respond effectively to drug and mood-altering substances, and alcohol related situations that may occur at school or a school-sponsored activity. The Northampton Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities through the guidelines and disciplinary measures in the policy.

DRUG AND ALCOHOL ADMINISTRATIVE REGULATIONS NORTHAMPTON AREA SCHOOL DISTRICT

SITUATIONAL CATEGORY / OFFENSE	IMMEDIATE ACTION TAKEN	INVESTIGATION	NOTIFY PARENTS(S) OR GUARDIAN(S)	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION TAKEN
1. A student who is referred by a student, family member, community member or another person, it may or may not be substance abuse concern.	<ul style="list-style-type: none"> Student is informed of the services available. 	As deemed appropriate by the SAP Team	Yes, when factors present a danger to the school environment or the student's success in school.	Not Applicable	Not Applicable	Implement SAP or IST support strategies, with written parental permission.	Not Applicable
2. A student contacts a staff member about personal use and asks for help. There is no evidence of violation of law or school regulation.	<ul style="list-style-type: none"> Student is informed of the services available. 	As deemed appropriate by the SAP Team	Yes	Not Applicable	Not Applicable	Implement SAP or IST support strategies, with written parental permission.	Not Applicable
3. A student has a medical emergency that may or may not be related to substance abuse, or there is some evidence of being under the influence of alcohol, other mood altering substances or possible health endangering products.	<ul style="list-style-type: none"> Standard health and emergency procedures will be followed. Student will be transported to a medical facility at parent's expense. A signed Release of Information form for discovered information pertinent to the incident will be requested. 	<ul style="list-style-type: none"> An Administrator will search the student and his/her locker, car, desk and other possessions. An Administrator will investigate and document the incident. School Police Officer or Police may administer a substance appropriate test. 	Yes	At the discretion of the school administration	<ul style="list-style-type: none"> If a substance is confiscated, it will be provided to medical staff and police for analysis. A request will be made for written report. A signed Release of Information form for discovered information pertinent to the incident will be requested. 	Implement SAP or IST support strategies, with written parental permission.	<ul style="list-style-type: none"> Disciplinary actions to be determined based upon the results of evidence found by the administration, nurse and school police officer. If related to substance abuse, Out-of-School Suspension for 6 to 10 days. Required assessment by a licensed Drug & Alcohol facility. Appointment for assessment must be scheduled within the suspension time period. Referral to Superintendent for Expulsion.
4. A student possesses, uses or transfers tobacco, over-the-counter medication or other mood altering chemical nutritional supplement, vitamins or possible health endangering product on school grounds, during a school-sponsored activity (on or off school property) or on school-provided transportation.	<ul style="list-style-type: none"> Standard health and emergency procedures will be followed. Administrator will be immediately contacted. Drugs/substances will be confiscated. 	<ul style="list-style-type: none"> An Administrator will search the student and his/her locker, car, desk and other possessions. An Administrator will investigate and document the incident. School Police Officer or Police may administer a substance appropriate test. 	Yes	At the discretion of the school administration.	<ul style="list-style-type: none"> If a substance is confiscated, it will be provided to medical staff and police for analysis. A request will be made for written report. A signed Release of Information form for discovered information pertinent to the incident will be requested. 	Implement SAP or IST support strategies, with written parental permission.	<ul style="list-style-type: none"> In-School Suspension for 1 to 6 days. Out-of-School Suspension of 1 day for tobacco use. Further discipline based upon other evidence/circumstances found by administration, and/or school police officer or the police (OSS, referral to Superintendent for Expulsion). SAP support will be implemented based on data received. A DR&A assessment will be scheduled.

DRUG AND ALCOHOL ADMINISTRATIVE REGULATIONS NORTHAMPTON AREA SCHOOL DISTRICT

- Continued from previous page

SITUATIONAL CATEGORY / OFFENSE	IMMEDIATE ACTION TAKEN	INVESTIGATION	NOTIFY PARENT(S) OR GUARDIAN(S)	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	STUDENT SUPPORT STRATEGY	DISCIPLINARY ACTION TAKEN
<p>5. A student possesses, uses or transfers a prescription medication or suspected drug paraphernalia on school grounds, during a school-sponsored activity (on or off school property) or on school-provided transportation.</p>	<ul style="list-style-type: none"> Standard health and emergency procedures will be followed. Administrator will be immediately contacted. Drugs/ medications/ substances paraphernalia will be confiscated. 	<ul style="list-style-type: none"> An Administrator will search the student and his/her locker, car, desk and other possessions. An Administrator will investigate and document the incident. School Police Officer or Police may administer a substance appropriate test 	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Yes</p> <p>An attempt will be made to provide the opportunity for parents to be present when the police are involved.</p>	<ul style="list-style-type: none"> If a substance is confiscated, it will be provided to medical staff and police for analysis. A request will be made for written report A signed Release of Information form for discovered information pertinent to the incident will be requested. 	<p>Implement SAP or IST support strategies, with written parental permission</p>	<ul style="list-style-type: none"> Out-of-School Suspension for 1 to 10 days. Disciplinary action to be determined based upon the results of the administrative, medical and/or police investigation. Required assessment by a licensed Drug & Alcohol facility Appointment for assessment must be scheduled within the suspension period. Referral to Superintendent for Expulsions.
<p>6. A student uses, possesses, transfers or is under the influence of alcohol, other mood altering substances, possible health endangering products, "look-alike" substance, or is in possession of drug paraphernalia on school grounds, at any school-sponsored activity (on or off school property) or on school-provided transportation.</p>	<ul style="list-style-type: none"> Standard health and emergency procedures will be followed. Administrator will be immediately contacted. Drugs/ medications/ substances paraphernalia will be confiscated. 	<ul style="list-style-type: none"> An Administrator will search the student and his/her locker, car, desk and other possessions. An Administrator will investigate and document the incident. 	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Yes</p> <p>An attempt will be made to provide the opportunity for parents to be present when the police are involved</p>	<ul style="list-style-type: none"> If a substance is confiscated, it will be provided to medical staff and police for analysis. A request will be made for written report. A signed Release of Information form for discovered information pertinent to the incident will be requested 	<p>Implement SAP or IST support strategies, with written parental permission</p>	<ul style="list-style-type: none"> Out-of-School Suspension for 10 days. Disciplinary action to be determined based upon the results of the administrative, medical and/or police investigation. Required assessment by a licensed Drug & Alcohol facility. Appointment for assessment must be scheduled within the suspension period. Referral to Superintendent for Expulsions.

ELECTRONIC DEVICES

With the adoption of District Policy 237 – Electronic Communication Devices (BYOD), the use during school hours of any electronic devices such as audio, video, or digital device, including (but not limited to) a CD player, I-Pad/I-Pod, Electronic Readers, DVD player, tape player, laser pointer, radio, cellular phone, telephone pager, digital or non-digital camera, electronic games, or any personal communication device is permitted only if authorized by a teacher or administrator, and is used for instructional purposes. Cell phone use during school hours includes text messaging, internet access, camera-phone access, and entertainment. Students who provide an electronic device to another student, which results in an electronic use violation, will be subject to disciplinary action. Students are to not share electronic devices with other students.

Please visit the District website to view the entire policy for additional information.

The School District is not responsible for any monetary fees incurred during the time the electronic device is in the possession of the district. PA State Law prohibits the carrying of beepers by students in school.

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

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

ELEMENTARY STUDENT ASSISTANCE PROGRAM

The ESAP (K-Kids Support Team) is designed to assist school personnel in identifying issues that pose a barrier to a student's learning and school success. These issues include but are not limited to: alcohol, drugs, and other concerns. The ESAP is not a treatment program; it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove barriers to learning. If the problem is beyond the scope of the school, ESAP provides the parent and student with information about services available within the community. Student Assistance Team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

The parents have a right to be involved in the process and have access to all school records under applicable state and federal laws. Parent involvement in all phases of ESAP emphasizes the importance and responsibility in the decision-making process affecting their child's education and is the key to the successful resolution of the problem.

The core of the program is a professionally trained team, including school staff and liaisons from community agencies. Team members receive rigorous training and certification from a provider approved by the Commonwealth Departments of Education, Health and Public Welfare. This ensures appropriate compliance with state and federal laws protecting privacy rights of parents and students. The Commonwealth of Pennsylvania under section 1547 of the Pennsylvania School Code, enacted as Act 211, requires the SAP.

EMERGENCY INFORMATION CARDS

At the beginning of the school year, parents are asked to complete emergency information on their students within the Sapphire Community Portal. This information is kept on file at the school so that parents, relatives, or doctors can be contacted in case of an emergency. It is necessary that the information is accurate and up-to-date. People listed to call in case a parent cannot be contacted should be in the local area and be able to pick up a sick or injured student, if necessary. Any changes in the information should be completed immediately in the Community Portal. If you are unable to access the Community Portal, please contact your child's school.

EMERGENCY SCHOOL CLOSINGS, DELAYS, AND EARLY DISMISSALS

If it is necessary to close school, start late or have early dismissal due to inclement weather conditions or other emergencies, announcements will be made over the following local radio and television stations:

Northampton Area School District Website – www.nasdschools.org				
790 AM	1230 AM	96.1 FM	99.9 FM	100.7 FM
	104.1 FM	TV Channel 69	TV Channel 16	

Such announcements will be made by 6:30 A.M. or as early, thereafter, as possible. Unscheduled early dismissals will also be announced whenever possible. Please do not call the school. You may call the administration office, 610-262-7811, to hear a recorded message regarding school closings or delayed starts.

Please inform your child of the procedures to follow in the event school is closed for an emergency. On occasion, school may close early because of snow conditions or for some other emergency. Your child should have an alternate place to go in the event you are not at home.

Parent Information System (Mass Communication) through Parent Notification System

The District's Parent Notification System is a communication tool that uses automated calling, electronic mail, and text messaging. The Parent Notification System may be used in the event of emergency, weather delays, early dismissals, student absences, and to communicate pertinent information. Parents may wish to customize the way in which they receive District communications from the Parent Notification System calling system.

Please visit the Parent Resources section on the District website for directions to customize your communication preferences. Please visit <http://www.nasdschools.org>

TO: District Parents/Guardians
FROM: Robert Steckel, Assistant to the Superintendent
RE: **FERPA and PPRA Notification**

School districts are required by law to provide parents and students notice of their rights under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Attached are notifications of each of these regulations as amended under the No Child Left Behind Act of 2001 (NCLB).

If you have any questions, please contact Robert Steckel, Assistant to the Superintendent at 610-262-7811, extension 20020.

Notification of Rights for Elementary and Secondary Schools

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 10 days of the day the school received 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 or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school official decides not to amend the record as requested by the parent or eligible student, the school official 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 of 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 the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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 is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
5. As required by Federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Northampton Area School District designates the following as Directory Information: the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release Directory Information without prior consent. Except for Directory Information, all personally identifiable records directly related to the student shall be kept confidential, unless the parent/guardian signs a consent form releasing such information.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's family;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Northampton Area School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Northampton Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Northampton Area School District will also directly notify through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Northampton Area School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FIELD TRIPS

Field trips are a valuable addition to a child's educational growth. Field trips are usually initiated and planned by the classroom teachers. Children will not be allowed to attend a trip unless he or she has submitted a permission slip signed by the parent or guardian. Permission slips will be sent home with the children when a trip is planned. If a child is not permitted to participate in a field trip, he or she is still required to attend school; alternative instructional activities at the school will be provided.

HEALTH SERVICES

First Aid

All student injuries and/or illnesses that occur during the school day will be treated with the standard "first aid" procedure approved by the school physician and School Board. The school nurse is not responsible for treating injuries/illnesses that occur outside of the school day. When possible, the school nurse will alert the parents of an illness or injury that has occurred outside of the school day.

Health/Dental Screenings

The following health screenings are conducted as per the Pennsylvania State mandates:

Kindergarten:	Height/weight; BMI; near/ distant vision; hearing
First Grade:	Height/weight; BMI; near/distant vision; convex lens test; color vision; hearing screening
Second Grade:	Height/weight; BMI; near/distant vision; stereo-depth perception; hearing
Third Grade:	Height/weight; BMI; near/distant vision; hearing screening
Fourth Grade:	Height/weight; BMI; near/distant vision
Fifth Grade:	Height/weight; BMI; near/distant vision screening
Sixth Grade:	Height/weight; BMI; near/distant vision; scoliosis
Seventh Grade:	Height/weight; BMI; near/distant vision; hearing; scoliosis screening
Eighth Grade:	Height/weight; BMI; near/distant vision
Ninth Grade:	Height/weight; near/distant vision
Tenth Grade:	Height/weight; near/distant vision screening
Eleventh Grade:	Height/weight; near/distant vision; hearing
Twelfth Grade:	Height/weight; near/distant vision
Special Ed:	Height/weight; near/distant vision; hearing if indicated

It is the responsibility of the parent/guardian to inform the school nurse in writing at the beginning of the school year to decline the health services and to have the services delivered by the family physician and/or dentist. This request must be declared in writing each school year and must be sent to the school nurse. Proof of private screening must be sent the school nurse. Parent/Guardian refusal of health services will be noted in the student's health record.

Physical Exams

The Pennsylvania School Health Law requires physical examinations for students upon original entry into school (K or 1), grade 6, grade 11, and upon transfer from another district without evidence of a current physical. The school district recommends that these examinations be done by your private physician since he or she can best evaluate your child's health. If a private physical exam is not submitted to the school nurse, the student will have an opportunity to be examined by the NASD school physician, with written consent from the parent/guardian. Any student who does not comply with this state mandate will risk exclusion from school.

Students who are eligible to participate in the Special Education Olympics Program are required to have a current physical exam on file.

Illness or Injury in School

Minor illnesses or injuries are handled by the teachers or the nurse. In case of serious illness or injury, the parent will be contacted as soon as possible.

If a child becomes ill during school hours and it is necessary that the child be taken home, the parent will be requested to come and transport the child home. This contact will be made even though it may necessitate calling the parent's place of employment. Other persons designated by the parent may be contacted to transport the child, if the parent so desires.

Parents should:

- Not send children to school when they are ill
- Not send children to school and ask the school nurse to diagnose the problem
- Keep the school office informed as to any changes in your address, phone number, parents' employment, emergency contact, or medical information. This could be crucial in time of an emergency.

Specific Guidelines

1. It is required that district forms be completed for all long-term prescription medication. Separate consent forms are provided for short-term medications and Tylenol/Advil.
2. All medication brought to school must be in a properly labeled current pharmacy bottle. If medication is over-the-counter, it must be labeled in permanent marker with the student's name and date. NO medication will be administered if it is brought to school in a baggie without a container.
3. The supply of medication to be kept at school is as follows: illness (ex: antibiotics)
 - a. A single day (1) supply brought in for short-term illness (ex: antibiotics)
 - b. One to four weeks supply for a long-term chronic illness
 - c. All medication will be stored in a locked cabinet in the health room.

All medication MUST be delivered to school, and picked-up from school, by a parent/guardian. No medication can be sent to school, or home from school, with a student!
4. Self-administration of medication (i.e., inhalers, insulin) by a student will be permitted as per the written request of the physician. Self-administration will be under the supervision of the school nurse or designee.
5. Tylenol (Acetaminophen) or Advil (Ibuprofen) may be administered for minor discomfort under the standing order of our school physician. A written consent form with parent signature must be on file in the student's health record and must be updated yearly. No more than one dose will be administered during the school day.
6. Antibiotics and other short-term medications may be administered during school hours if medically necessary. The parent will be required to submit the parental consent form. A specified number of pills in the pharmacy bottle with clear direction on administration. Most pharmacies will provide a duplicate bottle for school use. If the antibiotic is to be administered for more than (10) ten days, the physician's request will then be required as well as the parent's consent. Additional written documentation from the physician may be required for certain short-term medications, depending upon the nature of the prescription.
7. If the student has a medical condition that warrants that he or she carries medication on his or her person (such as Epipen or inhaler), this must specifically be stated on the physician's written request.
8. Disciplinary action will be taken against any student in possession of any medication, prescription or non-prescription on school grounds.

The forms may be obtained on the district web site or from your child's school nurse

Concussions

The School Board advocates guidelines and measures that promote high quality, safe care of students participating in athletics who suffer serious injury. As such, Concussion Policy 123.2 has been developed based on legislation from the Commonwealth of Pennsylvania.

For further information, please refer to the NASD Interscholastic Athletics - Concussion Policy, at <https://www.nasdschools.org/domain/35>.

HEALTH SERVICES (continued)

Dental Examinations

Dental examinations are required for students upon original entry into school (K-1) and entering Grade 3. The district recommends that these exams be conducted by your family dentist since he or she can best evaluate your child's dental health.

Immunizations

All students are required to be fully immunized according to the Pennsylvania State School Health Law. Any student who does not comply with the immunization requirements will risk exclusion from school.

Milk Allergies

Occasionally there are children who are medically diagnosed as being allergic to milk. Since milk is a required beverage on our lunch menu, this situation obviously presents a problem for diagnosed youngsters. In order for students to have an alternate beverage on a regular basis parents must provide a note, specific to the allergy. This note should be given directly to the child's teacher. We currently offer soy milk as a substitution for children with milk allergies or intolerances.

Sudden Cardiac Arrest

In 2012, the Pennsylvania Department of Health signed a new bill into law – Act 59 – about Sudden Cardiac Arrest which affects all school students. Act 59 requires that every student and their parent/guardian must read and sign a standard form developed by the Pennsylvania Department of Health. The letter and form are included in the paperwork that your child brought home. Before your child can participate in any physical activity at school, the signed form must be returned.

For further information, please refer to the NASD Sudden Cardiac Arrest Act Letter – Addendum VI, or on our District website: <https://www.nasdschools.org/domain/35>

HOMEWORK

Philosophy

It is the policy of the Northampton Area School District that homework shall be an integral part of the educational program in Grades K through 12. It is the philosophy of the District that an appropriate and reasonable amount of homework enhances achievement. It is understood that there may be occasions when some deviation from the District's policy may occur based on the type of course and/or individual ability level of students.

Objectives of Homework

Homework is relevant work which is planned, approved, and reviewed by the teacher. Students complete homework outside of the classroom setting without the direct and immediate supervision of the teacher. Homework is an essential part of the total education of the student by providing the opportunity for the student:

1. To improve skills in a basic subject
2. To review important items
3. To increase knowledge learned in the classroom
4. To prepare for classroom instruction
5. To enhance the skills of research
6. To foster creativity
7. To teach good study habits and study skills
8. To teach how to organize time and activities
9. To encourage communication between parents/guardians and teachers.

Types of Homework

The five (5) most common types of homework are:

1. Practice assignments – practice what was learned in the classroom
2. Preparation assignments – prepare a student for the next lesson
3. Extension assignments – extending a previously learned skill or body of knowledge
4. Creativity assignments – using abstract thinking and creativity to build upon previously learned knowledge
5. Extra Credit (optional) assignments – voluntary in-depth study of a particular subject and/or an opportunity to improve knowledge, skills and/or grades

Time Guidelines

Homework varies according to the grade-level, subject area and student ability. Suggested time guidelines for the Elementary schools are:

Kindergarten and Grade 1 -	5 to 15 minutes per night
Grades 2 and 3 -	15 to 30 minutes per night
Grades 4 and 5 -	30 to 60 minutes per night

Each student is responsible for completing homework assignments with timelines given by teachers as directed for short term and long-term assignments.

Other Considerations

The teacher is expected to make professional judgments regarding how much time assignments, especially projects, will take relative to the learning benefit expected by the teacher.

Homework should not require special skills not learned previously, with the exception of PSSA practice. Reasonable accommodations will be given during the school day to students who may not have access to technology or other resources.

The District’s homework policy and individual teacher procedures may be modified for students, based on the students’ individual need(s). Individual Education Plans (IEP) always supersede the general policy.

Homework Grading

The teacher's homework policy is to include grading guidelines. Homework may represent up to 25% of the student's quarterly grade. All graded work will be reviewed and/or graded by the teacher and returned to the student.

Consequences for Incomplete/Missed Homework

Incomplete homework assignments, graded or ungraded, may be completed by the student at recess or free time under the supervision of a teacher. A graded assignment completed in this manner may have the number of points awarded reduced due to being late. Failure to complete homework will not be handled through the Student Code of Conduct.

Illness Make-Up Work

If a student is absent from school, the teacher will determine what work needs to be completed by the student. This work may be assigned before, during, or after the absence. Students will have a period of time equal to the number of days absent to complete the assigned work (for example-if absent three days, a student has three school days to make up the assigned work).

INSTRUMENTAL/VOCAL MUSIC

Students in grades 3 (strings only), 4 and 5 will be given the opportunity to receive instrumental instruction and to become part of a district band and/or orchestra at the elementary level. The instrumental music lesson schedules are determined by the instrumental teachers and are scheduled in conjunction with the classroom teacher.

Students are responsible for bringing their instruments and other materials to school on the assigned days. Instruments that cannot be held on a student's lap are not permitted on the school buses. Students must comply with all regulations established by the teacher in order to remain in the instrumental music program.

In addition, students in grades 4 and 5 are eligible to audition for the school chorus. Chorus rehearsals are scheduled weekly generally during school hours. If pupils are accepted into the chorus, they are expected to attend all rehearsals and school events that the chorus director schedules.

INTERMEDIATE UNIT SERVICES

The Northampton Area School District is a participating member of Colonial Intermediate Unit 20. This is a state educational agency that provides a number of special services and programs for pupils in our schools.

Examples of services provided by IU20 are: vision and hearing therapy, occupational therapy, access to an extensive topical film and video tape library, and special education classes for some exceptional pupils.

For additional information call or contact:

Colonial Intermediate Unit 20
6 Danforth Drive
Easton, PA 18043-3060
Telephone: 610-252-5550

LIBRARY USE

Students may sign out books from the library for a period of one week. Reference books may be signed out overnight.

LOST OR DAMAGED BOOKS

If a student is responsible for losing or damaging a book, he or she will be charged the replacement cost of a new book.

LUNCH AND LUNCHROOM INFORMATION

Cafeteria Behavior

The expectations of student behavior in the cafeteria is outlined with each building's SWPBS guidelines.

Students who choose behavior that does not reflect the outlined expectations may be assigned to a period of cafeteria restriction.

ARAMARK

The Food Services Office (Aramark) for the Northampton Area School District is currently using a computerized cash register system (POS) in our schools.

What is the POS system?

*The POS system is a computerized debit system that allows you to pay in advance for meals and a la carte items. The student enters his **Personal Identification Number** on a pin pad located near the register. His/her name is displayed on the pin pad and their account information and menu choices will appear on the computer screen. The cashier inputs their selections and the system debits the account. If the student is free or reduced, the system is programmed to read their status and adjust meal pricing.*

HERE ARE SOME OF THE FEATURES AND BENEFITS OF THE POS SYSTEM:

1. When the account is prepaid, you can be sure that your child is only using that money for lunches or other food items served in our cafeteria.
2. Prepaid accounts for all students allow parents to deposit money in their child's account, in any amount, at any time, and not have to be concerned with making sure they have money each morning.
3. Parents may pay, by sending a check or money order to the Aramark office, located at 100 Held Drive, Northampton, PA 18067. Make checks payable to NASD Lunch Fund. Please include your child's full name, school and grade to insure the money is credited into the correct account.
4. Students may put money into their account every morning, in the cafeteria, before school begins.
5. Advanced payments may also be made online through a secure website called School Cafe. Credit card payments will be accepted at www.schoolcafe.com. This method is fast and easy to use. You will need your students six (6) digit ID number to register them on the MySchoolBucks.com website. The Aramark office will be able to supply you with that number. Please be aware, there is a fee for this service.
6. The prices for meals are as follows: Elementary lunch - \$2.20. Reduced meals at all schools are \$.40. Students who receive the free or reduced meal are entered into the system the same way all other meals are handled. No one will know they are receiving the discounted or no price meals. Please contact your school office if you believe your child(ren) may be eligible for free or reduced meals.
7. Lunch lines move faster when meals and a la carte is prepaid, thus providing students extra time to enjoy their lunch period.
8. When an account gets low, students will be informed verbally of their balance. Low Balance reminder slips are available at each register. When a student's account becomes negative, parents will be contacted by either a weekly phone message or a letter will be mailed home. Note – This is done through U.S. mail, and may take several days for you to receive. Please ask your child often, what their balance may be. Balances may also be checked on the www.schoolcafe.com website. Or, you may call the Aramark office, and speak to Denise at (610) 262-3258 for a current balance of your child's account.
9. An account history may be obtained by calling Denise in the Aramark Office or on the www.schoolcafe.com website.
10. Restrictions and limits may be placed on your child's account by calling the Aramark Office. Restrictions will remain until the parent or guardian lifts them.

ARAMARK (continued)

Thank you for your anticipated cooperation. We are pleased to offer you this convenient service and will continue to strive to serve you better. Please feel free to call us at (610) 262-3258 or e-mail us at Aramark@nasdschools.org with any questions regarding this system.

Ned Cummings
Food Service Director

Jason Krupa
Asst. Food Service Director

Denise Lothian
Administrative Assistant

Aramark – NASD Food Service 100 Held Drive, Northampton, PA 18067
(610) 262-3258 – Phone (610) 262-3705 – Fax aramark@nasdschools.org – Email

All of the district elementary schools use a computerized debit system that allows you to pay in advance for meals and for a la carte foods (drinks, ice cream, cookies, etc.). The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It will allow your child to enter his/her personal identification number (PIN) to access his/her account. All students purchasing foods in the cafeteria must input their PIN into the system regardless of their meal status (paid, free, or reduced), or whether they have money on account. Students should carry their PIN with them until they have it memorized. The PIN keypad is located near the end of the serving line.

All students have an established debit account. Advance payments can be made every morning from 8:45 A.M. to 9:00 A.M. After 9:00, please drop off payment in a sealed envelope. Please include the following information: Child's name, grade, teacher, and amount of deposit. To prevent fraudulent use of student accounts, we have downloaded a digital image of your child. When the student enters his/her PIN, their name will appear on the PIN display and their picture will appear on the monitor.

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria cashier. Checks can also be mailed directly to Aramark, 100 Held Drive, Northampton, PA 18067. Please make all checks payable to NASD Lunch Fund. Remember to indicate child's name, grade, and school with each check. Deposit may also be made through this secure website www.schoolcafe.com. Funds are deposited into your child's debit account and are available to your child when purchasing lunch and/or a la carte food items only. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place. If you would like to restrict your child's a la carte purchases, e.g. "Meals Only," or a daily snack limit, please call 610-262-3258 or send your request in writing to the Aramark office.

IMPORTANT – RESTRICTIONS WILL REMAIN IN EFFECT UNTIL THE PARENTS OR GUARDIANS LIFT THEM.

PLEASE NOTE THAT THIS SYSTEM IS CONFIDENTIAL. EVERY STUDENT WILL ENTER HIS OR HER PIN NUMBER REGARDLESS OF MEAL STATUS OR PAYMENT OPTIONS, THUS INSURING YOUR CHILD'S PRIVACY. PLEASE REMEMBER ALL STUDENTS WILL BE REQUIRED TO ENTER THEIR PIN WHETHER THEY ARE PAYING CASH OR HAVE MONEY ON ACCOUNT.

Returned Check

When we receive notification from the bank that a check was returned for whatever reason, your child's account will immediately be debited resulting in a negative balance.

Milk Substitutions

We offer Soy Milk as a substitute for students who have a milk allergy or milk intolerance. A written statement from either the student's physician must be submitted to the Aramark office identifying the student's special dietary need.

Free or Reduced-Price Lunches

Free or reduced price lunches are available to those children whose family incomes qualify. This is a School Board policy that supports participation in the National School Lunch Program.

An application and information regarding eligibility criteria are sent home to **all** parents in September. Also, any parent enrolling a child during the school year will be supplied with the same documents.

Applications for free and reduced-price lunches should be completed at the start of each new school year but families may apply any time if a financial need arises. The sooner an application is completed and returned to the school for processing, the sooner the child is placed in the program. During the time of processing these forms, **no child** will be denied a lunch on the basis of inability to pay. Free and reduced-price lunches are available from the very first day of the school year for those children who participated during the previous year. However, each family must complete and submit a **new application on an annual basis** and **qualify** for this service to continue during the new school year. Parents should also notify the school when financial conditions become more favorable and assistance is no longer needed.

Should any applications be denied, the parents will be informed in writing of the reason(s). Included in this letter will be the procedure to appeal the decision.

Applications for Free & Reduced-Price Meals should be completed online at www.paschoolmeals.com. Applications submitted through COMPASS will no longer be processed. If you are unable to complete the application online, please contact your school office to make arrangements to complete at the school. As a reminder, a new application must be submitted each year regardless of the benefit received last year or your child will automatically be charged full price.

As per Federal Government Regulations, the Northampton Area Board of Education has approved Policy #808.2, "Collection of Delinquent Meal Payments." This policy can be found on the District website under the Board tab.

The following are the new guidelines regarding student lunches implemented in the 2017-2018 school year:

Elementary School Students (Grades K-5)

Students who have unpaid meal charges will be permitted to charge up to five (5) lunch menu meals. If the student's lunch account is not paid in full after the purchase of the fifth meal, the student will receive an alternate meal. The student will be charged for this meal. The bill will remain a part of the student's permanent record and will carry from school year to school year until graduation or withdrawal from the District.

PARENT PORTAL

The Northampton Area School District believes that parents/guardians are a child's first and foremost important teacher. As such, we are continually striving to increase your awareness and access to information regarding your child's education. Sapphire Community Portal is one way to keep the lines of communication open between home and school. The portal allows teachers, parents, and students the opportunity to view grades and other school related information in real-time. For access to the Sapphire Community Portal, please contact your school's Main Office for information on how to receive your log-in and password.

PROGRESS REPORTS

Student progress reports (report cards) will be available for students in K-5 at the end of the 1st, 2nd, 3rd and 4th Marking Periods. The progress reports will be uploaded to your child's Community Portal account. No paper copies will be sent home with students. If you do not have Community Portal access, please contact your child's school.

PSSA ASSESSMENT

Pennsylvania System of School Assessment (PSSA) is designed to help our district determine the quality of its educational program and to ensure that all students are achieving at proficiency levels in Science, Reading, Math and Writing. Students are required to earn a proficient or advanced rating on the PSSA. **It is important that students and parents understand the seriousness of these tests and make every effort to attend school on the scheduled testing dates and to provide a best effort in performing well.** Our schools will continue to provide additional academic support throughout our programs to ensure each student receives the necessary services to perform at proficiency level.

Parents/guardians may request to review the state assessments two (2) weeks prior to their administration, during regular district office hours. The district will ensure the security of the assessment documents. Parents/guardians are granted the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent. Parents/Guardians will receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) and SUPPLEMENTAL EDUCATION

Multi-Tiered Systems of Support (MTSS), focuses on providing instructional interventions and enrichment that are scientifically based. It relies on data for identifying, defining, and resolving students' academic difficulties and strengths. It is based on quality classroom instruction aimed at preventing academic difficulties and promoting student success. It provides supplemental services to immediately address academic problems, and also provides opportunities for students to be enriched in specific skills or subject areas.

The MTSS team, which consists of the building principal, the classroom teacher, the reading specialists, the instructional support teachers, and the guidance counselors, utilizes several types of assessments (PSSA Scores, CDT and STAR scores, classroom assessments, DIBELS assessments) to qualify a student for supplemental education.

Students will receive supplemental reading and math during grade level tier times. Students will receive between 20-40 minutes per supplemental session (tier time) 3-5 times per week. Continuous monitoring of student progress will determine length and type of intervention the student receives.

Multi-Tiered Systems of Support (MTSS) Tier Descriptions

Tier I – Core Instruction: Tier I instruction consists of the core reading program of *Wonders* including the *WonderWorks* differentiated instruction components to address the needs of students. The core math program consists of the *enVisions* program, including the intervention and enrichment *enVisions* activities to address the needs of the students. All students receive Tier I MTSS support – either for enrichment or assistance.

Tier II – Strategic Intervention in the Regular Classroom: Tier II reading strategic intervention in the regular classroom includes, in addition to the core reading instruction, targeted instruction within the regular classroom using *Wonders* strategic intervention components during the in-class intervention and enrichment Tier time. For Tier II math strategic intervention in the regular classroom, the students will receive targeted math instruction during the in-class intervention and enrichment Tier time using the remedial interventions in the *enVisions* program and/or evidence-based math interventions.

Tier II – Supplemental Education: If a student has been receiving Tier II strategic intervention in the regular classroom and continues to perform below proficient in the core curriculum and/or the PSSA, DIBELS, CDT, STAR or Math End-of-Year grade-level assessments, the student may enter Tier II Supplemental Education. Students who enter Tier II Supplemental Education will receive small group supplemental education multiple times during the week in reading and/or math using the *WonderWorks* (reading), *95% Group* (reading), *MDIS Intervention Kit* (math), *SuccessMaker* (math), *Reading Apprenticeship* (reading), evidence-based reading and math interventions, and/or preteaching/reteaching of the core reading and/or math curricula, depending upon the student's needs. Students will receive progress monitoring for reading fluency, reading comprehension, and/or math computation and fluency).

Tier III – Intensive Supplemental Education: If a student has been receiving Tier II supplemental education and continues to perform below proficient in the core curriculum and/or PSSA, DIBELS, STAR or CDT assessments, and has made little to no progress in Tier II, the student may enter Tier III. Tier III small group reading and math instruction will include *WonderWorks* (reading), *95%Group* (reading), *MDIS Intervention Kit* (math), *SuccessMaker* (math), evidence-based reading and math interventions, and/or preteaching/reteaching of the core reading and/or math curricula depending upon the student’s needs. Tier III instruction will differ from Tier II by a change of interventions to target student needs, small group targeted instruction to address specific skills, and/or an increase of supplemental education time. Students will continue to receive progress monitoring for reading fluency, reading comprehension, and/or math computation and fluency.

Please note: During MTSS if / when a student continues to demonstrate little or no progress in supplemental education, a meeting will be scheduled, including the student’s parent(s), teachers, principal, counselor, and school psychologist to discuss and address the student’s needs.

RIGHT TO REQUEST STAFF QUALIFICATIONS

As a parent or guardian of a student in the Northampton Area School District, you have the right to request the professional qualifications of the classroom teachers who instruct your child.

Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please send a request in writing to your child’s principal. In addition to specifying the information that you would like to receive, please be certain to include your name, address, and a telephone number at which you can be contacted during the day.

Procedures Concerning School Problems

The school district has established the following procedures for the parent or public to follow when looking for answers to concerns.

If the problem concerns your child or your child’s teacher, follow the appropriate steps:

1. Contact your child’s teacher and/or guidance counselor.
2. Contact your child’s assistant principal.
3. Contact your child’s principal.
4. Contact the District Administration Offices (610-262-7811) and ask for the related department (i.e., Transportation, Special Education, Curriculum).
5. Contact the Assistant Superintendent.
6. If all contacts fail to resolve the issue, contact the Superintendent or submit a written appeal to the President of the School Board.

SAFETY DRILLS

Fire Drills and safety drills are held periodically throughout the school year. Students are advised to listen carefully to instructions issued by the teacher in charge and the loudspeaker system.

These drills are extremely important and require the assistance and cooperation of students and staff. Students need to abide by the following procedures during any safety drill:

- No talking
- Proceed to the designated exit or area in a quick and orderly fashion
- Listen for emergency directions
- Stay with your class in the assigned area for the teacher to take roll
- During a school safety drill, students in the hallways or bathrooms must proceed to the nearest populated classroom

SMOKING POLICY

To comply with the legislative mandates and to meet the objective to become a tobacco-free school district, it is the policy of the Northampton Area School District that:

1. Students are NOT permitted to possess tobacco at any time in or on:
 - a. School buildings, including the field house, gymnasium, etc.
 - b. School vehicles, including buses, vans, cars, trucks, etc.
 - c. School property (school grounds) owned, leased, or under the control of the Northampton Area School District
2. Employees, volunteers, and members of the public are NOT permitted to smoke or use tobacco at any time in or on:
 - a. School buildings
 - b. School vehicles
 - c. School property

Student Penalties for Violation of Smoking Policy

Any student violating the School Board's policy on the use of tobacco products (smoke, smokeless) will be handled according to the Code of Student Conduct Level 2.

Adult and Nonstudent Minor Penalties for Violation of Smoking Policy

Any adult or nonstudent minor in violation of the Smoking Policy will be subject to a civil fine of not more than fifty-dollars (\$50.00), providing the violator has been given notice but has continued his or her use of tobacco.

SPECIAL EDUCATION ACTIVITIES PROGRAM

In compliance with state and federal law, notice is hereby given by the Northampton Area School District that the District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- * Autism
- * Traumatic Brain Injury
- * Hearing Impairment
- * Deafness
- * Intellectual Disability
- * Speech or Language Impairment
- * Multiple Disabilities
- * Emotional Disturbance
- * Visual Impairment Including Blindness
- * Specific Learning Disability
- * Deaf-blindness
- * Orthopedic Impairment
- * Developmental Delay
- * Other Health Impairment

If you believe that your child (ages 5 - 21 inclusive) may be in need of special education services, early intervention, or related services, the District offers screening and evaluation to assess the needs of your child. The assessment is offered at no cost to you. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening must be made in writing to your child's Northampton Area School District principal or the Director of Special Education.

In compliance with state and federal law, the Northampton Area School District will provide to each protected disabled 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 disabled student, the child must be school-aged with a [physical] or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected disabled students" are applicable to all students enrolled (or seeking enrollment) in special education programs.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure of this information to third parties. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the Special Education Office or any building principal.

If your child has a documented disability not included in this section, your child may qualify for Chapter 15/504 services. Please contact your school counselor for more information.

For further information on the rights of parents for their child with a disability, provision of services, evaluation and screening (including purpose, time, and location), and procedures, contact:

**Special Education Office
Northampton Area School District
2014 Laubach Avenue Northampton, PA 18067
610-262-7811 x 20002**

STUDENT RECORDS

A parent or a designated representative will have access to the student's education record after submitting a written request to the building principal. Parents are permitted to inspect and review the records within a reasonable period of time of their request.

TITLE IX – SECTION 504 – ADA

Northampton Area School District will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, gender, disability, age, religion, ancestry or any other legally protected classification. Policy 103 provides guidance and additional information pertaining to Non-Discrimination of Students. Inquiries should be forwarded to Robert Steckel – Title IV, Title IX, Section 504 and ADA Compliance Officer.

TRANSFERS AND WITHDRAWALS

When a withdrawal from school is necessary because of a move from the school district, parents must supply the office with the exact date of withdrawal, their new address, and the name of the school district to be entered. All textbooks and library materials must be returned to the appropriate teachers. If the move is within the district, the office should be notified before the child reports to the new school. A transfer card will be issued, which will insure the transfer of records to your child's new school.

TRESPASSING

Board Policy 249 – HARASSMENT/DISORDERLY CONDUCT/CRIMINAL MISCHIEF/ CRIMINAL TRESPASS

Criminal Mischief is the intentional damage of tangible property of another, endangering a person or property by intentionally or recklessly tampering with tangible property, or intentionally or recklessly causing another to suffer financial loss by deception or threat.

Criminal Trespass is when a person knowingly enters or gains entrance to a building or property without permission, license, or privilege or when a person remains in any place as to which notice against trespass is given.

The District will utilize the Pennsylvania Criminal Code and Criminal Procedures through the local magisterial court systems for infractions of the Northampton Area School District's rules, regulations, or policies when, in the opinion of the principal involved and the Superintendent, this is the most effective procedure to remedy a problem, to correct an unacceptable behavior, or to recover costs incurred as a result of the misbehavior of students, visitors, or others covered by these regulations.

VOLUNTEERING IN SCHOOLS OR AT SCHOOL EVENTS

In 2015, Policy 916 was adopted by the Northampton Area School District in accordance with a new Pennsylvania Law, implementing strict guidelines for non-school employees who are serving as volunteers in school and at school events. The guidelines that correspond with Policy 916 are printed on the next page for your convenience. You may also access these guidelines on the Northampton Area School District's website under "Community" (<https://www.nasdschools.org/domain/30>)

For further assistance, please contact your school's Principal or the Assistant to the Superintendent of the Northampton Area School District, Mr. Robert Steckel.

VOLUNTEER BUILDING PROCEDURE

Building Administrator is Ultimately Responsible for the Strict Adherence to Policy 916

CLASSROOM VOLUNTEERS

People who have “Routine and/or Direct Contact with Children”

- a. MUST obtain/complete the following:
 - i. Volunteer Registration Form
 - ii. Copies of Clearances (Act 34, Act 151, Act 114 – if applicable)
 - iii. TB Test
 - iv. Confidentiality/FBI Exemption Form
 - v. Assure that RAPTOR Swipe is conducted

- b. Complete packets ONLY, clearly labeled per individual volunteer and building, are to be sent to Sue Fox in District Administration for Board approval
 - i. New volunteers, with all completed paperwork, will be placed on the agenda for the next upcoming Board meeting
 - ii. An updated volunteer listing will be sent to all buildings the following day (Tuesday morning after Board)

- c. Maintain Listing of Approved Classroom Volunteers as provided by District Administration
 - i. All Volunteers will still be checked through the building RAPTOR system
 1. They are to be coded as “Volunteer” on the ID Badge
 - ii. No one should be helping out or assisting on a regular basis unless they are on the Board-Approved listing

CLASSROOM VISITOR OR SCHOOL HELPER

One-day special visitors and ‘behind-the-scenes’

1. Fundraising
 2. Counters for Box-Tops
 3. Counting Money
 4. Etc.
- a. These helpers go through RAPTOR as “Visitors” and are coded as such on the ID Badge

Northampton Area School District
ACCEPTABLE USE OF COMPUTING RESOURCES AND THE INTERNET

INTRODUCTION

We are pleased to announce that computer and Internet resources continue to be available to students and teachers in our district. Our goal in providing this service is to promote educational excellence through innovation and communication.

SCOPE

With access to computers, computer networks, and people all over the world also comes the availability of materials that may not be considered of educational value in the context of the school setting. Northampton Area School District has taken reasonable precautions to restrict access to controversial materials through the use of blocking or filtering devices. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may access material that is not consistent with the educational goals of the Northampton Area School District.

PURPOSE

The smooth operation of an information network relies upon the proper conduct of the students and staff who must follow the guidelines. These guidelines are provided so that you are aware of the responsibilities of all NASD computer users. In general, your responsibilities require efficient and ethical use of the computers and network resources subject to all board policies.

The signature(s) at the end of this document indicate that the individual has read the terms and conditions and understands their significance and agrees to abide by these terms.

TERMS AND CONDITIONS OF THIS CONTRACT

1. **Privileges.** Inappropriate use of these resources may result in the loss of computer services, disciplinary actions, and/or referral to appropriate authorities. The systems administrator may close an account if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend specific user accounts and/or access to resources.
2. **Acceptable Use.** Computer and network use must be in support of education, school business and/or research and within the educational goal and objectives of the Northampton Area School District (these may be found in the District document entitled "Northampton Area School District Strategic Plan"). Each user is personally responsible for this provision at all times when using computer and network services.
 - a. Sending or requesting any material in violation of any laws of the United States or of any states is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
 - b. Commercial activities by for-profit institutions are not acceptable.
 - c. Use of product advertisement or political lobbying, including lobbying for student government office, is prohibited. All board policies apply to computer use.
 - d. While using district computers or the Internet no games may be played unless you are explicitly directed to do so by a teacher or other faculty member as part of a learning activity.
 - e. Illegal activities of any kind are forbidden.
 - f. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
 - g. Do not use the network in any way that would disrupt network use by others.
3. **Network Etiquette.** Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:
 - a. Be polite. Never send, or encourage others to send, abusive messages.
 - b. Use appropriate language. Remember that you are a representative of your school and district on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally! Never use vulgar or inappropriate language.

- c. Use electronic communications appropriately. Electronic mail (E-mail) or other forms of electronic communication is not guaranteed to be or implied to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
4. **Vandalism.** Vandalism is defined as any attempt to harm or destroy property of another user or of any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses or other harmful code. Vandalism may result in cancellation of privileges and/or referral to other board policies.
 5. **Security.** Security on any computer system is a high priority because there are multiple users. Do not use another individual's account nor log on to the system as the systems administrator. If you identify a security gap or discrepancy, notify the systems administrator or your teacher at once. **Do not demonstrate the problem to other users.**
 6. Do not attempt to disable security programs or attempt to discover passwords to security programs. Attempts to log in to the network or local computer as a system administrator may result in cancellation of user privileges and other disciplinary action as outlined in board policy. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network services including the Internet.
 7. **Services.** The Northampton Area School District will make every effort to provide appropriate and dependable services. However, due to various factors we cannot make warranties of any kind whether expressed or implied, for the computing or Internet service it is providing.
 8. The complete policy (#815) entitled "Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems" is available in your school office, at the administration center, or online in the board policy manual at <http://www.nasdschools.org/domain/35>. If you have questions or need clarification, please contact NASD Technology Services at 610-262-6815.



Northampton Area School District
District Administration Building
Office of Curriculum and Instruction
2014 Laubach Avenue, Northampton, PA 18067
Phone (610) 262-7811 Fax (610) 262-1150

2018-2019 Online Resources Permission Letter

Dear Parents / Guardians:

This school year NASD students will be asked to use online resources in support of classroom learning activities. Examples that students in grades K-12 may use are called Google Apps for Education and Schoology. Schoology will continue to play a vital role in our schools.

Google Apps for Education is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the District at no cost, these tools include:

- Gmail: a full functioning web-based e-mail program (grades 4-12 only)
- Calendar: a customizable calendar and to-do list
- Google Docs: a word processing, spreadsheet, presentation, and drawing program that allows multi-user access for document sharing and editing
- Google Drive: unlimited online data storage

Google continues to add new tools to its applications, and the District will evaluate each for the educational potential.

In addition, classroom teachers are beginning to utilize online tools for textbook supplements, presentations, digital storytelling, and various other school projects. Some examples of online education tools used in the District are Pearson Successnet, VoiceThread for Education, Naviance, and Schoology.

All of these tools are housed on the Internet and may be accessed from any Internet-connected computer, any time of day, with a relatively recent web-browser. No special software is required.

Our primary reasons for introducing these tools to students are:

- To provide our students practice using current technology applications and tools
- To facilitate digital transfer of work between students and teachers
- To promote collaborative work among students for project creation, peer-editing of documents, and publishing documents for an audience

To help ensure the safety of our students and foster responsible online behavior, teachers and librarians will be reviewing our District's acceptable use policy and Internet safety guidelines when they introduce online tools to students. Using online tools responsibly will be an important part of the learning experience for our students. Parents may wish to review the privacy and terms of use for our online resources at <http://www.nasdschools.org/dataprivacy>

The student/parent handbook will ask parents and guardians for authorization to use online tools in support of learning activities that are aligned to our curricula and lessons.

Please contact us or your child's classroom teacher if you have questions about the use of any of our online educational resources.

Sincerely,

Kurt Paccio
Director of Technology
610-262-6815

Lydia Hanner
Director of Curriculum and Instruction
610-262-7811

Guidelines for Communication between Parents and School District Staff

Parent Guidelines

1. Communication between parents and school district staff is necessary for effective student learning and is therefore encouraged.
2. Mutual respect between parents and staff is required for effective communication.
3. Parents are encouraged to make their initial contact with the teacher when an issue arises.
4. Parents may communicate with staff members by written note, email, phone, voice mail, or in person. Phone calls and face-to-face meetings will be accommodated during the teacher's scheduled preparation time, team time or at another agreed upon time. Check with your teacher for his or her availability.
5. Notes or email should be used to convey brief factual information. A major issue should be communicated face-to-face or by phone.
6. Appointments must be made if a parent wishes to meet with his or her child's teacher. The parent is asked to state the purpose of the meeting in advance.
7. Building sign-in procedures must be followed in order to ensure a safe school environment. Depending on the teacher's availability, it may be impossible to accommodate requests for unscheduled meetings.
8. Parents are a vital part of the team that is working toward the success of the student. Discussion and communication should focus on the student's needs and not on the character or personality of the parent or staff member.
9. Use of sarcasm, profanity or harassing statements is not acceptable in professional communication.
10. Teachers will make every attempt to respond to parents within 48 hours. There may be circumstances (such as teacher absence or technical/computer problems) that may extend the teacher's response time.

CLASSROOM VISITATION/OBSERVATION POLICY

Classroom Observations

Classroom observations are limited to parents/guardians of enrolled students. Observations may be approved by the building principal when the following have occurred:

1. Written request to visit has been submitted to the principal at least one (1) day prior to the visit on the form provided by the district and is subsequently approved by the principal. This provision may be waived at the discretion of the principal, if circumstances dictate.
2. The principal has notified the parent/guardian of the appropriateness of the visit during the requested time frame.
3. Classroom observations will be limited to no more than two (2) parents/guardians of any one (1) student at a given time.
4. A building principal may deny visitation privileges to any parent/guardian who has previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.
5. Classroom visitations by parents/guardians shall be limited to a maximum of forty-five (45) minutes unless the building principal approved additional time.
6. Staff members shall be expected to require that a visitor has a visitor's pass and has registered at the security desk/school office and received authorization to be present for the purpose of conducting business.
7. The decision of the principal to deny permission for a classroom observation may be appealed to the Superintendent of Schools.

Exceptions

When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required. Parents/Guardians will be required to follow the specific procedures established by each school. It is the responsibility of the parent/guardian to contact the building principal or his/her designee if there are concerns or questions regarding the procedure.

Interested educators may observe classrooms with one (1) day prior notification, stated purpose and approval by the building principal.

Professionals needing to observe students as part of the multidisciplinary evaluation/reevaluation process must submit a request on the form provided by the district at least one (1) day prior to the observation. Notification will be made by the principal as to the appropriateness of the visit during the requested time frame.

Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission, approval from the Superintendent or his/her designee and a schedule approved by the building principal.

All persons are informed that violation of this policy may result in removal from district property by appropriate district authorities. Members of the public may be charged with trespassing for failure to promptly vacate the property upon proper notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.



Northampton Area School District

District Administration Office

Office of the Assistant to the Superintendent
2014 Laubach Avenue, Northampton, PA 18067

Phone (610) 262-7811

Fax (610) 262-1150

To: All NASD Families
From: Robert Steckel, Assistant to the Superintendent
Re: Sudden Cardiac Arrest Act

If you have a Student Athlete registered to play our PIAA sports, you may have already received and signed a copy of this form which will be held in the Athletic Department files. Please return this copy to your student's teacher so your student may participate in any school sponsored Club or Sporting Event.

Act 59 of the Pennsylvania Department of Health provides that each year families and coaches will be informed about Sudden Cardiac Arrest. Each year, there are approximately 300,000 cardiac arrests outside of the hospital. Of these, nearly 2,000 occur in people under the age of twenty-five and lead to premature death. Sudden cardiac arrest occurs when the heart stops beating suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs, causing the heart to suddenly stop beating.

Act 59 requires that:

- (1) Every student athlete and their parent/guardian must read and sign a standard form developed by the Pennsylvania DOH. The form must be returned to the school before participation in any athletic activity. **A new form must be signed and returned to the school each year.**
- (2) If a student athlete has signs or symptoms of sudden cardiac arrest, they must be removed from play - play means any and all athletic activities - and before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing and the evaluation must be performed by a licensed physician, certified registered nurse practitioner, or cardiologist.
- (3) Act 59 also requires that coaches undergo mandatory annual training regarding sudden cardiac arrest and the law provides penalties for those coaches who do not comply.
- (4) Finally, the Act suggests that schools may hold informational meetings regarding sudden cardiac arrest. The meetings can occur before each athletic season and the meetings may include student athletes, parents, coaches, and school officials.

All of our coaches will attend mandatory training. Also, our students registered for PIAA sports have been given copies of this letter. The informational meeting for families is in planning stages with September dates to be announced.

We believe that the provisions of this Act can protect all our students during time spent in any school activity if staff and parents are fully informed. The attached page is for your reference. Please sign that you have read it and return this acknowledgement to your child's teacher.

Please contact my office at the number above with any questions.

