



# North Penn School District Elementary Handbook

*The North Penn School District is pleased to make this elementary school handbook and code of conduct available to parents/guardians. It is intended to serve as a reference for policies and procedures which are uniform in all North Penn elementary schools. Parents/Guardians seeking information about items not covered in this document are encouraged to contact their student's respective elementary school principal for further assistance. A clear statement of policies and procedures provides a strong base for mutual cooperation between home and school. Such cooperation benefits all students and assists in the delivery of a sound educational program. It is hoped that this elementary handbook will serve to further those educational benefits for both parents/guardians and students. Concerns about student progress or day-to-day life in school should be communicated to teachers, the school counselor, or the building principal.*



**Title IX Policy Statement:** In order to comply with the requirements of Title IX of the Education Amendments of 1972, the North Penn School District hereby declares that “it is the policy of the North Penn School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX.” Inquiries regarding Title IX Compliance may be directed to the Director of Special Education, 401 East Hancock Street, Lansdale, PA 19446.

# North Penn School District

## Elementary Family Handbook and Discipline Code

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## Acceptable Use of Computer Network

The North Penn School District Board of School Directors has adopted an Acceptable Use Policy #6166(d) stating the appropriate and acceptable use of the North Penn School District computer network, including the District's connection to the Internet. Violations of this policy are subject to the provisions of the North Penn School District Discipline Code. Students and parents/guardians sign an Acceptable Use contract when enrolling.

## Admission - Entrance

A certificate of date of birth, immunizations and proof of residency must be presented at the time of registration for all incoming students. Registering students must be five years of age or older on or before September 15 in order to enter kindergarten in the North Penn School District. Registering students must be six years of age or older on or before September 15 in order to enter first grade. Exceptions to this policy will be considered individually if all criteria in Board Policy #5111 are met.

## Arrival and Dismissal

### Elementary School Start/End Times:

BridlePath/Walton Farm: 8:30 a.m. to 3:00 p.m.

(AM Kdg: 8:30 to 11:18 a.m./PM Kdg: 12:12 to 3:00 p.m.)

All other elementary schools: 9:05 a.m. to 3:35 p.m.

(AM Kdg: 9:05 to 11:53 a.m./PM Kdg: 12:47 to 3:35 p.m.)

North Penn School District elementary schools operate on a 4-day cycle (Day 1, Day 2, etc.).

### Transportation

Bus transportation is provided to all students who live within the busing boundaries of their assigned school. Bus schedules are posted at all school entrances and will be available on the District and individual school websites before the first day of school.

Questions concerning busing service should be directed to the Transportation Department (215-853-1139). Respectful student behavior on the bus is expected at all times to ensure safety. Unexpected behavior may result in temporary or permanent suspension of bus riding privileges.

### Student Bus Regulations (Students Riding School Buses)

The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. Misconduct involving school bus regulations and the Code of Student Conduct and Responsibilities may lead to removal of bus transportation privileges and/or disciplinary action. Students who vandalize or damage a bus may be subject to immediate removal of riding privileges and will be required to pay for all repairs.

### Rules for Students Riding School Buses

Parents/Guardians are encouraged to talk with their students regarding bus safety and behavior at bus stops and while riding a school bus.

#### Students should:

- Walk on the left side of the road facing traffic when going to the bus stop. Plan to be at the bus stop five minutes before the scheduled pick-up time. Please allow five minutes after the scheduled pick-up time in the event of a late bus.

- Respect the property of others—lawns, trees, fences, etc. Stand off the roadway while waiting for the bus.

- Always use assigned bus stops.

- Get on the bus only when it has come to a complete stop and the red lights are flashing. Always look both ways and listen for oncoming vehicles before stepping onto the road.

- Follow the instructions of the driver promptly and respectfully. The driver is in charge of the bus and represents the school principal.

- Accept seat assignments whenever the driver assigns seats.

- Remain seated while the bus is in motion—facing forward.

- Keep hands, feet and head inside the bus at all times.

- Avoid unnecessary conversation with the driver or any motions or actions which may distract him or her.

- Remember that unacceptable behavior includes the following: obscene and vulgar language or gestures; fighting; horseplay; rowdiness; throwing anything in, around, or at the bus; smoking or any use of tobacco; eating or drinking; playing music at a loud volume; touching driver controls - steering wheel, door control; any action which in the judgment of the driver threatens the safety of the bus and/or its passengers.

- Animals of any size or kind may not be transported on school buses.

- Large objects such as displays, exhibits and packages may not be carried on buses. Skateboards are prohibited on buses.

- Students who consistently challenge bus rules are subject to Code of Conduct action by the principal. A conduct report will be completed. Copies will be sent to the principal's office, parents/guardians of the student and the transportation office.

- Bus-riding privileges can be suspended for students who receive repeated conduct reports. Students who receive more than five conduct reports may lose their bus riding privileges for the remainder of the school year or be subject to further action by the principal.

- Students who commit serious or dangerous violations may be subject to immediate removal of riding privileges, referral to law enforcement and code of conduct actions deemed appropriate by the principal.

- Students who walk to school or who are transported by their parents/guardians should leave home so that they will arrive at school not more than 5 to 10 minutes before the opening of the school day.

- In schools where students are permitted to ride bicycles to and from school, written parental/guardian permission notes must be on file in the school office. Students below grade three are not encouraged to ride bicycles to school.

- A student going to another home must present a permission note from a parent/guardian. The student who is being visited must also have a note, stating that it is a mutually agreed upon arrangement. If the student rides a bus, the school office will issue a bus pass to the visiting student for that day.

## **Arrival and Dismissal cont.**

### Transportation cont.

• In the 2012-2013 school year, there are two scheduled early dismissals for elementary school students - October 31, 2012 and June 19, 2013 . Parents/guardians will be notified of specific early dismissal times through school and district publications sent home with the students. These dates and times can also be found on the North Penn School District website at [www.npenn.org](http://www.npenn.org).

AM kindergarten students will report to school only on the June 18, 2013 early dismissal day. PM kindergarten students will report to school only on the October 31, 2012 early dismissal day.

Early school closing information is announced on the NPSD website at [www.npenn.org](http://www.npenn.org) and on North Penn Television (NPTV) via Comcast Cable channel 28 and Verizon FIOS channel 29. Emergency dismissals are announced via School Messenger and on radio station WNPV (1440 AM) as soon as the decision is made. Please prepare students so they know what to do and where to go when they arrive home during emergency early dismissals.

• School In-service days and holidays can be found in the North Penn School District 2012-2013 Activities Calendar and on the North Penn School District website, [www.npenn.org](http://www.npenn.org).

## **Attendance**

A major factor in a student's school success is regular attendance. Pennsylvania law requires that all students be in school during all days and hours that school is in session.

The Safe-At-Home Program is intended as a measure to enhance the safety of students. It alerts parents/guardians with a call if a student is not in school on a given day. If a student is to be absent, the school should be called between 8 and 9 a.m. Afternoon kindergarten parents/guardians are asked to call by 12:30 p.m. A student is considered tardy if he/she arrives at school after the beginning of classes. A student who is tardy must report to the office upon arrival at school.

Absences are considered excused only for one of the permissible reasons listed below.

### Permissible Reasons for Absence

Every student enrolled in a North Penn School District elementary school shall be in daily attendance except for the following reasons:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. Impassable roads
5. Educational trip with parent or guardian and with prior request and approval of the principal
6. Religious holiday
7. Suspension from school

8. Required court appearance
9. Exceptional urgent reasons - pertaining to the student as determined by the principal

### Attendance Procedures

1. Parents/Guardians are required to call the school office or send in a signed excuse for all absences.
2. Written requests are required at least a week prior to educational/family trips.
3. Contact will be made when student attendance is infrequent or irregular.
4. After 10 cumulative days of absence, the student's attendance record will be reviewed and a letter of concern sent to the parent/guardian along with a copy of the attendance regulations.
5. Medical excuses may be required in cases of questionable absences and for absences exceeding 20 days per school year. Absences without a medical excuse will be regarded as unexcused and may be subject to fines.
6. If written or verified verbal excuses are not provided within 3 school days of the date of absence, the days of absence will be considered unexcused. For students under the age of 17, unexcused absences will become unlawful and may result in a summary conviction for a violation of compulsory school attendance laws. Excuses must be for one of the listed permissible reasons for absence.
7. After 3 days of unlawful absence, a warning notice will be mailed, and a copy will be given to the home and school visitor.
8. After the parent/guardian has received the warning notification, additional unlawful absences may be referred to the home and school visitor. These unlawful absences may then be referred to the district magistrate for possible fines or to Montgomery County Juvenile Court.
9. Once a student arrives on school property, the student may not leave school property until dismissal time without administrative permission.
10. Truancy, tardiness, unexcused absences, unlawful absences, cutting class, and leaving school without permission are behaviors which are subject to a response under the "Student Discipline and Attendance Responsibilities." Unmodified choices of this type may be interpreted as Level IV misconduct and, therefore, code of conduct responses including expulsion and alternative school placement may result.

### Tardiness Procedures - Classroom/Homeroom

1. Students are tardy if they are not in their assigned area by the start of school.
2. Permissible reasons for tardiness are:
  - Medical or dental reasons (explained in written or verbal contact)
  - Social agency referrals (explained in written or verbal contact)

## **Attendance cont.**

### Tardiness Procedures - Classroom/Homeroom cont.

- Exceptional/urgent reasons—must pertain to the student as determined by the principal

3. Students will be assigned appropriate school consequences for unexcused tardiness to school and lateness to class.

## **Cellular Phones/Electronic Devices**

- Students are not permitted to use cell phones during the elementary school instructional day unless a request is received from the student's parent/guardian and approved by the superintendent or his/her designee.

- If a student possesses a cell phone, the device must be stored in the student's backpack at all times and turned off.

- Cell phones are NOT to be used on school buses. Students are completely responsible if for any reason the cell phone is lost or stolen. North Penn School District is not responsible for private property.

- Additionally, students are at all times prohibited from using camera phones or any videotaping device to photograph, capture an image of or videotape another student or staff member on school grounds or buses without the individual's knowledge and expressed consent.

## **Code of Conduct**

While choice making does not appear as a subject, it underlies the entire educational structure in each elementary building. Students are responsible for abiding by the rules and regulations of the North Penn School District.

The Elementary Level Code of Conduct pertains to all students and lists the expectations and corresponding consequences. The Code of Conduct structure is available at the back of this handbook as well as on the North Penn School District website, [www.npenn.org](http://www.npenn.org).

North Penn School District administrators hope that parents/guardians and students will discuss the Code of Conduct. Shared understanding, confidence and mutual respect will always help to provide a secure place for all North Penn students.

### Philosophy

Order and discipline are essential to an effective educational environment. Everyone in the school community must play a role in contributing to a safe and orderly environment.

A safe and orderly school environment requires a Code of Conduct that clearly defines individual responsibilities, categorizes unacceptable behaviors, and provides for appropriate options and responses.

The NPSD Elementary School Code of Conduct:

- Is preventative in nature.
- Concerns itself with the welfare of the individual as well as that of the school community as a whole.

- Promotes self-discipline.

- Promotes a close working relationship between families and the school staff.

- Stresses the importance of daily school attendance.

- Differentiates between minor and serious offenses as well as between first time and repeated offenses.

- Provides consequences and responses that are appropriate to the choice/misbehavior.

- Is administered by all in a way that is fair, firm, reasonable, and consistent.

- Encourages a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.

- Complies with the provisions of federal, state, and local law as well as with the guidelines and directives of the Pennsylvania Department of Education.

### Student Responsibilities

Students attend school to learn and develop to their fullest potential. With this in mind, each North Penn student is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and safe.
3. Attend school daily. When absent, complete missed school work as required.
4. Be punctual at all times.
5. Maintain personal cleanliness and wear appropriate clothing.
6. Respect school property and help to keep it free from damage.
7. Recognize that teachers and administrators assume the role of "parent/guardian" in matters of behavior and discipline during any school sponsored activities.
8. Make an earnest effort to do his/her best work.
9. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
10. Obey school regulations and rules.
11. Review this code and seek interpretation of parts not understood.

A review of the Code of Conduct takes place annually in each elementary school at the beginning of the school year.

## **Code of Conduct Structure**

If a Code of Conduct is to be effective in reducing challenges to learning, potential misconduct must be categorized from minor to major and must be related to appropriate responses. Through publicizing expectations, students, parents/guardians and school staff learn which behaviors are acceptable, unacceptable and which responses will be utilized as a reward or consequence.

## Code of Conduct Structure cont.

The North Penn School District is committed to the practices and procedures that are consistent, reasonable, fair, and equitable. The Code of Conduct structure is categorized into four levels. In each level, a sample group of unacceptable choices/behaviors is listed along with a range of possible school responses. **Note: Because of the nature of certain misconduct, particularly in the most serious levels, a specific disciplinary response may be mandatory.**

Based on District practice, all examples, procedures, regulations, or legal obligations are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings.

Any student misconduct committed on North Penn School District property or at school-related activities at any time including weekends, evenings, or vacations is subject to code of conduct action.

## Dress for School

The North Penn community takes pride in its students. A student's dress reflects upon his/her preparation for school and relates to his/her conduct in school.

- All students are expected to dress in clothes that are suitable for school activities.
- Short shorts, bare midriffs, halter tops, tube tops and tank tops are not considered appropriate for school.
- For safety and health reasons, sturdy footwear should be selected for physical education classes and playground activities.
- Shirts with inappropriate language, or any reference to drugs, alcohol, or violent acts are not considered appropriate school attire.

## Extended School Care

Individuals interested in child care before and after school hours should contact the Extended School Care Office at 215-853-1039.

## Guidance and Counseling Services

Certified school counselors provide preventative and supportive guidance services to students in the areas of social, emotional and academic development. The school counselor works with parents/guardians, staff and community resources to support the needs and the best interests of the student. If problems develop, parents/guardians are encouraged to contact the counselor. The counselor works under the direction of the school principal and engages in individual and small group counseling (with permission), classroom instruction, testing and any other activities to ensure continued student growth and well-being. See the back section of the North Penn School District Activities Calendar for information regarding I.D.E.A. eligible student services.

## Harassment/Bullying

Harassment in any form, including bullying or hazing, creates a climate that is not conducive to learning and is prohibited. The North Penn School District Board of School Directors strives to provide a safe, positive learning climate for students in the schools.

Consequently, the North Penn School District will not tolerate any acts of bullying occurring on school property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities.

It is the intent of the North Penn School District to prohibit harassment of a sexual, cultural or ethnic nature when made by any member of the school staff to a student or staff member and/or when made by any student to another student or staff member. All complaints should be directed to an administrator, guidance counselor or other adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

## Health Services

School and staff nurses provide services for all students who may be ill or injured during the school day. If necessary, parents/guardians may be called to take their student home from school. The nurse is responsible for checking students with suspected contagious diseases. A student with a suspected contagious condition may be sent home from school. Students may return to school when specific guidelines have been met based upon the contagious condition.

- **Insurance:** If you are in need of medical insurance assistance, please contact the school Health Suite for information.

- **Medication:** Students in the school building may not carry medication. Prescription medication must be brought to the Health Suite in the original container accompanied by a note signed by a physician with the complete instructions for dispensing. A note from the parent/guardian giving permission to administer must also accompany the medication. Non-prescription (over the counter) medication must be in the original container and labeled with the student's name, grade and date. A note signed by the physician and/or parent/guardian with complete instructions for dispensing must accompany these medications. **The nurse will be unable to administer medication without the appropriate container or permission.**

- **Health Records:** At intervals throughout each student's school career, certain health examinations are required. The District encourages parents/guardians to obtain the appropriate forms at school offices or on the North Penn School District website at [www.npenn.org](http://www.npenn.org) and to consult a family physician or dentist for the following: physical examinations - kindergarten, sixth and eleventh grades; dental examinations - kindergarten, third and seventh grades.

NPSD will accept privately conducted physical and dental exams within one year of the school year in which the exam is required. Physicians and dentists are employed by the School District if parents/guardians are unable to have the examinations done privately.

- The school nurse maintains health records for each student and conducts state mandated screenings for vision, height and weight yearly. Hearing screenings are conducted in kindergarten through third grade. ALL students in kindergarten through twelfth grade will have their Body Mass Index (BMI) calculated.

## **Health Services cont.**

### Health Records cont.:

Pennsylvania Department of Health Regulations (September, 1982) require all students attending public or nonpublic schools to provide proof of proper immunization. Since September 2011, law requires all students to receive a 2nd Varicella (Chicken Pox) and a second Mumps vaccination. This law also requires all students entering seventh grade to have a Tdap and Meningococcal vaccine in addition to the above.

- Emergency Forms: Each year, the school office and Health Suite must have an updated emergency form on file for each student detailing emergency and health information. Emergency information can be updated at any time during the school year. Please contact the school nurse or office if your student's information should change.

## **Home and School Associations**

A Home and School Association exists in every elementary school to provide parents/guardians with the opportunity to work cooperatively with the school in the best interest of the students. Communication between parents/guardians and the school is enhanced by the activities of this organization. The organization provides support for quality educational programs and activities. The North Penn Coordinating Council is an umbrella organization of all individual Home and School Associations in the North Penn School District. Monthly meetings are attended by representatives from each school plus liaisons from both the Special Education Council and the North Penn Association for Gifted Education. The goal of the Council is to improve communication between home and school by providing a link between parents/guardians and administrators.

## **Homebound Instruction**

Students absent from regular attendance at school because of an injury or illness of prolonged duration (15 days) may receive instruction at home for up to five hours a week. Written verification by a physician is required prior to approval by the principal and Director of Special Education and Student Services.

## **Home Room Parents/Guardians**

Home Room parents/guardians assist classroom teachers in planning and conducting classroom parties and special activities, when needed. They may also help teachers supervise students on field trips. Responsibilities may vary for each individual school. Contact the Home and School Association or school principal for details.

## **Homework**

Homework is an integral part of the educational program. Defined as teacher-assigned learning activities to be completed by students outside the classroom, the purpose of homework is to improve understanding of the subject matter, to help students assume greater responsibility, to offer opportunities for self-direction and to reinforce basic skills. Homework may involve practice, research, review work or outside reading. The amount, length and type of homework will vary according to individual needs, but the **minimum** amount assigned will average: 15 to 20 minutes, three days a week for grades 1 and 2; 20 to 30 minutes, three days a week for grades 3 and 4; 30 to 45 minutes, three days a week for grade

5; and a minimum of 5 hours per week (1 hour per major subject) for grade 6. Parents/Guardians can help by showing an interest in the work, discussing it with the student, checking the work for neatness and completeness and, above all, providing a quiet place to study.

## **Obligations**

All obligations should be resolved at designated times during the school year or by the end of the school year. Parents/Guardians will be notified about outstanding obligations (cafeteria; classroom; library) by the principal.

## **Reporting to Parents/Guardians**

Student progress is reported three times per year in Kindergarten through grade six. The reporting periods end in December, March and June. Report cards will be issued approximately 10 days after the close of each marking period. Information about conferences will be sent to parents/guardians during the school year. While specific reporting conferences are scheduled in November and March, parents/guardians may request additional conferences with school teams at any time.

## **School Laws**

(School Laws of Pennsylvania - Public School Code of 1949)

Section 1317: Authority of Teachers, Vice Principals, and Principals Over Pupils

Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

Section 1318: Suspension and Expulsion of Pupils

Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board.

Section 1214: Searches.

North Penn Search and Seizure Procedures

North Penn School District officials have the right to search students, their possessions, lockers, desks, and student-operated-motor vehicles subject to the conditions listed: Lockers, student desks, and other school-owned property provided for storage of students' belongings shall remain under the care and control of the school. Students shall not have any expectation of privacy in the lockers, desks, and storage spaces provided to them. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning. All lockers, student desks, and other storage space provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and searches at the

## School Laws cont.

### North Penn Search and Seizure Procedures cont.

discretion of the principal or the principal's designee. No locker, student desk, or other school-owned storage spaces may be used to store any object whose possession violates the law or the standards stated in the North Penn School District Student Elementary Code of Conduct. No student shall lock or impede access to any locker or school-owned storage spaces except with a lock provided by the school. District officials may search a student's locker, desk, or other storage spaces at any time and seize any illegal materials or any other materials which violate the North Penn School District Student Elementary Code of Conduct or rules stated in building handbooks. These confiscated materials may be used as evidence against the student in disciplinary and/or legal proceedings.

## School Nutrition Services-

### Breakfast/Lunch Programs

Breakfast and lunch prices have not increased for the 2012-2013 school year. The cost for breakfast is \$1.25. The cost for elementary school lunch is \$2.60. Reduced price meals are \$0.30 for breakfast and \$0.40 for lunch.

Menus: The NPSD School Nutrition Services (SNS) Department participates in the National School Lunch Program. NPSD menus provide students with 1/3 of the Recommended Daily Allowances (RDAs) for calories, iron, Vitamin A, Vitamin C and Calcium. SNS offers a variety of meal and à la carte choices to accommodate diverse student tastes and encourages all students to buy the traditional lunch.

- The traditional lunch is the best value for students and includes a main entrée, a grain, two fruits or vegetables and a milk.
- Menus are posted on both the North Penn School District and individual school websites by the 15th of each month for the upcoming month. Please access the School Nutrition Services web page through the NPSD website.

As a result of the reauthorization of the Child Nutrition Act, known as the Healthy Hunger Free Kids Act, there are minor menu/meal changes for the 2012-2013 school year. The most important change is that all students purchasing a traditional lunch will be required to take a fruit or vegetable. This requirement encourages students to consume more fruits and/or vegetables daily. Additionally, 100% of the grains offered on our menu will be made of whole grains. Whole grains are rich in "B" vitamins and have some valuable antioxidants not found in fruits and vegetables, as well as vitamin E, magnesium, iron and fiber.

À la Carte Menu and Pricing: The NPSD School Nutrition Services Department will be implementing the Healthier US School Challenge (HUSSC) in all elementary schools for the 2012-2013 school year. HUSSC encourages school nutrition programs to make positive changes to its nutrition environment, to improve the quality of the foods served, to provide students with more nutritious, healthy choices and to enhance its physical activity programs. These nutrition standards encourage school districts to implement healthy options for competitive foods such as fundraisers, classroom parties

and school stores. Elementary school students can purchase up to two snack items per day. The cafeteria à la carte price list is posted in all school cafeterias as well as on the School Nutrition Services website. There have been minor increases in à la carte pricing for the 2012-2013 school year. For example, the cost for a second student breakfast entree was increased from \$1.00 to \$1.50. The cost for a second student lunch entree was increased from \$1.75 to \$1.95. All other à la carte prices will remain the same.

Free and Reduced Price Lunch Program: School Meal Applications for Free/Reduced Priced Meals will be distributed to all families as part of the 2012 Back-to-School mailing. Families are required to complete a new meal application at the beginning of each new school year. Once the application is processed, the family will receive a letter indicating the student's meal eligibility determination.

- Previous school year eligibility for free/reduced meal status will apply for 30 days or until a new application is processed. Students without a previous status and all students who are new to the North Penn School District are required to purchase meals at full price until their application has been processed. Parents/Guardians are encouraged to complete the application as soon as possible and return it to the school office or cafeteria. Please include all school-age students (pre-K through 12th grade) on one family application. Meal applications are available in multiple languages; please contact the NPSD School Nutrition Services Department for more information at 215-853-1080.

### School Meal Accounts:

NPSD is no longer using the MySchoolBucks program as a payment system for its families who pay for their school meals online. In July 2012, NPSD implemented the OneSource computerized Point-of-Sale System in North Penn school cafeterias. The upgraded software does not utilize MySchoolBucks as its payment system; therefore, NPSD is now offering MyPaymentsPlus to its families, providing a convenient, secure and accurate way to prepay money into their student accounts. PLEASE NOTE: any balances (positive or negative) in a student's MySchoolBucks account from the 2011-2012 school year will be automatically transferred to the student's MyPaymentsPlus account once the parent/guardian registers their student. In order to prepay money into your student's account, you must set up a new account.

Families can benefit by using MyPaymentsPlus because it allows them to:

- Make payments using a credit card, debit card or check;
- Check account balances online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com);
- Auto-pay a student's account when it reaches a low balance;
- Receive notifications when a student's account balance is low;
- View a student account balance 24/7;
- Monitor student purchases to see what they are purchasing; and
- Inform a cafeteria staff member about a serious food allergy.

Also, if a student has qualified for Free or Reduced priced meals, this information is automatically entered into the computer and the meal will be processed with no acknowledgement of the student's status.

## **School Nutrition Services cont.-**

School Meal Accounts cont. Visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and follow the on-screen instructions to create an account. Families can add each student by entering their Student ID number. Additional information regarding this new point of sale program for school meal accounts can be found as a letter in the 2012 Back-to-School mailing.

## **Special Subject Areas**

Art: Art classes support the elementary educational program by providing students with the opportunity to learn about and experience the elements of art and the principles of design. Students experience age appropriate lessons and activities, including the use of various media. More specific information can be found in the elementary curriculum guide, or provided by the art teacher in your elementary building.

Libraries: Libraries support the elementary educational program by providing students with library skills and literacy instruction, providing opportunities for research, recreational reading and access to audiovisual materials and technology. Students have access to the library on a daily basis under the supervision of the library staff or the classroom teacher. Parents/Guardians and students are held responsible for damaged or lost library materials.

Music Instrumental: Instrumental music lessons are available. Most instruments are purchased or rented by parents/guardians. Suzuki string lessons are offered for students in kindergarten through grade 6. The regular string program is available to students in grades 3 through 6. The band instrument program is available to students in grades 4, 5 and 6. Chorus is offered for students in grades 4, 5 and 6 who are interested in singing. Band, orchestra and chorus practices are held before school hours.

Music Vocal: Music classes support the elementary educational program by providing students with the opportunity to learn about and experience the elements of music and to appreciate the historical context and social significance of music. Students experience age appropriate lessons and activities, including kinesthetic response and the use of various instruments. More specific information can be found in the elementary curriculum guide, or will be provided by the vocal music teacher in your elementary building.

Physical Education: All elementary students are required to participate in physical education classes. If a student cannot participate, an excuse note is acceptable for one class period. A doctor's excuse is required for a prolonged absence. All students are required to wear athletic sneakers with laces and/or velcro and socks. For safety reasons, students are responsible for removing all jewelry prior to P.E. class.

## **Special Programs/Services**

Special programs and services are available for students in need of English as a Secondary Language (ESL) Support, Gifted Support, Life Skills Support, Emotional Support, Learning Support, Autism Support, Hearing Support, Vision Support, Speech and Language Support, Occupational Therapy and Physical Therapy.

## **Student Accident Insurance**

All students will be covered during school hours with a limited school accident insurance. The company name is Bollinger Inc. (866-267-0092) and the insurance is underwritten by Monumental Life Insurance Company. As with any insurance, if you already have a primary insurance, your primary insurance at home should be used first. A supplemental accident insurance is also available to all students for purchase at costs that range roughly from \$27 to \$103. This supplemental insurance offers 24-hour accident coverage and also has a dental accident option. The insurance is to cover students for accidents only. It is not medical insurance for regular illnesses. Application forms are available in each school. Please note: A school district is usually not liable for accidents which occur during school time on a playground or in gym class, etc. It is beneficial to purchase this insurance if you do not have any kind of medical or dental coverage for your student or if you are looking for supplemental insurance.

The North Penn School District recommends that students be covered by accident insurance if they are not covered on a policy at home. Please see the aforementioned information on how to purchase school accident insurance. When submitting a claim for an accident that occurred at school, the claim form will need to be obtained from the school with them having completed the school portion. Questions can be directed to the Business Office at 215-853-1011.

## **Student Assessment**

Academic progress is assessed throughout the instructional program in a variety of ways. In addition to the ongoing classroom-based assessments provided by the teacher, district-wide assessments are used to help measure individual and group academic progress. The following tests are administered annually:

- Pennsylvania System of School Assessment (PSSA) - Mathematics and Reading - administered to students in grades 3 through 6.
- Pennsylvania System of School Assessment (PSSA) - Science - administered to students in grade 4.
- Pennsylvania System of School Assessment (PSSA) - Writing - administered to students in grade 5.
- Common Unit-based Assessments - District-wide curriculum-based assessments administered periodically throughout the school year
- Authorized by the PDE, the *Assessing Communication and Comprehension in English State to State for English Language Learners* assessment (ACCESS for ELLS), is a required annual assessment of English Language Proficiency. The test measures English language learners' social and academic proficiency in English and accesses social and instructional English, as well as the language associated with language arts, mathematics, science and social studies across the four language domains of listening, speaking, reading and writing.

## **Student Assessment cont.**

Individual student's assessment results are made available to parents/guardians following the return of the results to the District. School personnel are available to review results and answer questions. NPSD uses the results of this testing, in combination with classroom performance, to identify students for supplementary programs. The District uses the results of external assessments to identify areas of program strength and need.

## **Student Photographs**

Each year photographs are taken of all students. These photographs are used by the school for identification purposes. Families may purchase photographs at these times through package providers.

## **Student Records**

Cumulative record and health history files are maintained for each student in the North Penn School District. These records begin when the student first enters North Penn and are updated each year. Parents/Guardians may make an appointment with the principal or counselor to review records.

An emergency form for each student is kept on file listing the name of the family doctor and the name, address and telephone number of the persons to be contacted in an emergency. Parents/Guardians are responsible for informing the school of any changes in this information.

## **Student Safety**

Students are instructed not to accept rides or gifts or engage in activities with strangers. Please encourage your student(s) to report such an incident to adults at home or school staff. Students are also expected to return home directly from school each day.

## **Transfers of Attendance**

Transfers of Attendance (TOA) are requests for a student or students to attend a school other than their home school. Applications for Transfers of Attendance (TOA) will be available at each elementary building, at the Educational Services Center and on the NPSD website at [www.npenn.org](http://www.npenn.org).

Parents/Guardians are required to submit completed, notarized forms by June 1<sup>st</sup> for the subsequent school year. Parents/Guardians who move into the North Penn School District or whose situations change may submit a TOA throughout the school year beginning August 31<sup>st</sup>.

TOAs are based primarily on availability of space in the requested school, and parents/guardians MUST provide their own transportation to the requested school if their TOA is granted. If approved, a TOA is for ONE YEAR ONLY and MUST BE RESUBMITTED for approval annually. Extended School Care may not be available at the requested school. TOAs are considered a privilege and may be rescinded.

## **Transferring to Another School District**

Parents/Guardians of a student transferring to another school district should notify the home school as soon as possible. Copies of records are transferred upon written request by the new school.

## **Transportation Arrangements For Students Who Cannot Stay in School**

Whenever students are ill and should not stay in school, or whenever unusual circumstances require a student to be transported from school, appropriate arrangements will be made for transportation. The principal, nurse or counselor will call the parent/guardian and ask what immediate arrangements are available. In the event a parent/guardian cannot be reached, contact will be made with the appropriate person(s) named on the student's emergency form. If no one can transport the student, a public cab will be called to transport him/her to a location named by the parent/guardian. Parents/Guardians will be expected to pay any cab fares expended on behalf of their students. School officials will never send an elementary student to a home where there is no supervision. Parents/Guardians should not expect School District employees to transport students in their personal vehicles.

## **Visiting the School**

Visits to schools are encouraged within North Penn School District guidelines. In the interest of student safety, visitors must report to the office upon arrival at school. A special invitation is given to all parents/guardians to visit schools during the District's designated "American Education Week." If an item or a message is to be given to a student when school is in session, it should be taken to the office.

## **Volunteers/Tutors**

More than 600 parents/guardians and community residents volunteer their time in North Penn schools. Everyone in the community is encouraged to volunteer. Please call the Office of School/Community Engagement at 215-853-1029 if you have any questions and/or are interested in joining our volunteer program.

## **Weapons on School Property**

It is the intent of the North Penn School District to protect the safety of the students and staff by prohibiting the possession/use/transfer of any weapons (real or perceived) on North Penn School District property.

Weapons are defined in Section 1317.2 of the Public School Code of 1949, as amended, and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year. (Section 1317.2)

The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.

# ELEMENTARY CODE OF CONDUCT RESPONSES TO STUDENT MISCONDUCT

**All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings. Any student misconduct committed on school district property or at school related activities at any time including weekends, evenings, or vacations is subject to response.**

| LEVEL DESCRIPTION OF BEHAVIOR  | EXAMPLES<br>(List is not all inclusive)  | PROCEDURES  | DISCIPLINARY RESPONSES  |
|--|--|---|---|
| <p><b>I</b><br/>Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These choices can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly, and unemotionally.</p>   | <p>Acts of plagiarism<br/>Bus disturbance<br/>Cheating or lying<br/>Classroom and/or school tardiness<br/>Disrespectful language or gestures<br/>Disruptive classroom behavior<br/>Entry into unauthorized areas<br/>Inappropriate attire<br/>Inappropriate display of affection<br/>Inappropriate use of technology<br/>Not adhering to classroom expectations<br/>Not at assigned location</p>   | <p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior may require a conference involving the parent/guardian and school team</p> <p>A record of the offenses and school response is maintained.</p>   | <p>Behavioral contract<br/>Citation referral to District Justice<br/>Verbal Counseling<br/>Detention<br/>Conference (in person or phone)<br/>Special assignment<br/>Time-out<br/>Verbal reprimand<br/>Withdrawal of privileges</p>  |
| <p><b>II</b><br/>Level II misconduct involves behavior whose frequency or seriousness disrupts the learning climate of the school.</p> <p>These choices, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I responses have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>   | <p>Continuation of unmodified LEVEL I behavior</p> <p>Bullying/Harassment<br/>Failure to serve detention assignments<br/>Gambling<br/>Impersonation of parent/guardian<br/>Insubordination<br/>Possession of tobacco products<br/>Throwing food in cafeteria<br/>Truancy<br/>Using forged notes/excuses<br/>Use of inappropriate or abusive language</p>   | <p>The student is referred to the administrator for appropriate school response.</p> <p>The administrator meets with the student and teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A record of the offense and the school response is maintained by the administrator.</p> <p>Parent/Guardian contact is made.</p>  | <p>Behavioral contract<br/>Citation referral to District Justice<br/>Counseling/Referral for Psychological Evaluation<br/>Detention<br/>In-School Suspension<br/>Modified school day<br/>Out-of-School Suspension<br/>Conference<br/>Referral to outside agency<br/>Saturday School<br/>Withdrawal of bus privileges<br/>Withdrawal of privileges</p>                 |
| <p><b>III</b><br/>Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Many of these acts can be handled by the Code of Conduct mechanism in the school. Responses which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>   | <p>Continuation of unmodified LEVEL I and II behavior</p> <p>Bullying/Harassment (including, but not limited to sexual/cultural/ethnic)</p> <p>Fighting (simple)<br/>Leaving school without authority<br/>Minor theft<br/>Obscene language or gestures<br/>Possession of paraphernalia (drug or alcohol related)<br/>Threats to other students<br/>Throwing rocks, snowballs, or other harmful objects<br/>Use of chewing tobacco or smoking on school property<br/>Vandalism (minor)</p>  | <p>The administrator initiates responses by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting response.</p> <p>A record of offenses and disciplinary actions is maintained by the administrator. Restitution of property and damages are required through the student's own work wherever possible.</p>   | <p>Alternative programming<br/>Charges under Pennsylvania Civil/Criminal Code<br/>Counseling/Referral for Psychological Evaluation<br/>Expulsion<br/>Homebound instruction<br/>In-School Suspension<br/>Out-of-school Suspension<br/>Referral to District Justice<br/>Conference and/or hearing<br/>Temporary removal from class<br/>Withdrawal of bus privileges</p> |
| <p><b>IV</b><br/>Level IV misconduct involves acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p> | <p>Unmodified LEVEL I, II, or III behaviors</p> <p>Arson<br/>Assault/Battery<br/>Bomb threat or false alarm<br/>Deliberately threatening/striking a District employee<br/>Explicit threats/offensive actions (sexual/cultural/ethnic)<br/>Extortion<br/>Major theft/possession/sale of stolen property<br/>Possession/use/transfer of weapons or explosives (real or perceived) and/or conspiracy to deliver<br/>Possessing/furnishing/selling/using/under the influence of unauthorized substances (drugs/alcohol, real or perceived)<br/>Risking a catastrophe<br/>Vandalism (major)</p> | <p>The administrator verifies the offense, confers with the staff involved, and meets with student.</p> <p>The student is immediately removed from the school environment. Parents/Guardians are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender. A report is submitted to the superintendent for Board action.</p> <p>Any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year, (Section 1317.2).</p> | <p>Alternative school<br/>Referral to appropriate law enforcement agencies<br/>Charges under Pennsylvania Civil/Criminal Code<br/>Expulsion or other Board action which results in appropriate placement<br/>In-School Suspension<br/>Out-of-School Suspension<br/>Hearing<br/>Permanent withdrawal of bus privileges<br/>Referral for psychological treatment</p>    |

