

Table of Contents

BOARD OF EDUCATION	5
ADMINISTRATION	5
COORDINATE SERVICES.....	5
OFFICE STAFF	6
FACULTY	6
NON-DISCRIMINATION POLICY	7
THE BUCKLEY AMENDMENT	8
INTRODUCTION.....	9
MISSION STATEMENT of GNA SCHOOL DISTRICT	10
ACCEPTABLE USE POLICY	10
ATTENDANCE POLICY	10
A. Policy Statement.....	10
B. Excused Absence.....	11
C. Illegal Absence	14
D. Truancy	15
E. Unexcused Absence (for students 18 years or older only):	16
F. Tardiness	18
LOSS OF CLASS/COURSE CREDIT FOR UNEXCUSED ABSENCES	19
G. Early Dismissals.....	19
H. Cyber School Attendance	20
I. Miscellaneous Provisions Relating To Attendance	21
ACCIDENTS	22
ASSEMBLY	22
BACKPACK USAGE	23
BEHAVIOR.....	24

LOUD, ABUSIVE, PROFANE LANGUAGE AND/OR BEHAVIOR	24
BULLYING POLICY	25
BUS REGULATIONS/CONDUCT	26
CAFETERIA	30
CELL PHONES / ELECTRONIC DEVICES.....	32
Video Recording and/or Sharing from an Electric Device.....	34
CHANGE OF ADDRESS	34
CHANGING CLASSES	34
CLASSES AND STUDY HALLS	35
COMMUNICATIONS	36
COMMUNICATIONS/TELEPHONE.....	36
DIRECTIVES	37
DISCIPLINE	37
DRESS CODE	37
EMPLOYMENT CERTIFICATE (Working Papers).....	39
FIRE & EMERGENCY EVACUATION DRILLS	40
FUNERALS.....	40
GIFTS AND PARTIES	41
GRADING SYSTEM	41
GRADUATION	41
GUIDANCE	42
HOMEWORK.....	42
HONOR ROLL.....	43
ILLNESS	43
INSURANCE	44
INTERSCHOLASTIC ATHLETICS.....	44
LIBRARY	46
LOCKERS.....	46
LOST AND FOUND	47

METAL DETECTOR USAGE	47
MILITARY RECRUITMENT	48
PASSES.....	49
PHYSICAL EDUCATION.....	49
PROGRESS REPORTS.....	50
REPORT CARDS.....	50
RESTRICTED MOVEMENT	50
SCHOOL CITIZENSHIP	51
SCHOOL PROPERTY	51
SECURITY	51
SKYWARD FAMILY & STUDENT ACCESS	52
STUDENT ASSISTANCE PROGRAM	52
STUDENT PARKING.....	52
SUMMER CREDIT RECOVERY PROGRAM	53
TELEPHONES	53
TEXTBOOKS	54
VANDALISM.....	54
VISITORS.....	54
WELLNESS POLICY	55
Wellness Committee.....	56
Nutrition Education.....	56
Physical Activity.....	57
Physical Education	57
Other School Board Activities	58
Nutrition Guidelines.....	59
Safe Routes to School	59
WITHDRAWAL.....	59
DISCIPLINE POLICY	60

DRUG AND ALCOHOL POLICY	62
SCHOOL SEARCH & SEIZURE POLICY	65
SPECIAL EDUCATION PROGRAMS AND SERVICES	67
SUSPENSION & EXPULSION POLICY	68
STUDENT DETENTION HALL POLICY	70
STUDENT MISCONDUCT & DISCIPLINARY RESPONSE STRUCTURE	72
CRIMINAL CODE DISORDERLY CONDUCT.....	76
2021-2022 SCHOOL CALENDAR.....	78
TIME SCHEDULE (ACTIVITY, 1/2 DAY AND 2 HR DELAY).....	79
TIME SCHEDULE (REGULAR).....	80

BOARD OF EDUCATION

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Attorney Vito DeLuca, Solicitor

ADMINISTRATION

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Mrs Meghan McMahon, Special Education Director

Ms. Amy Lee Scibek, High School Principal

Mr. Eric Speece, High School Assistant Principal

Mr. Ronald Bruza, Education Center Principal

Mrs. Jessica Fletcher, Elementary School Principal

Mrs. Valerie Bartle, Kennedy Early Childhood Center

Albert B. Melone Company, Business Consultants

COORDINATE SERVICES

Mrs. Lydia Brill, School Psychologist

Mr. Justin Gabel, Technology Coordinator

Mr. Neal McMahon, Director of Buildings and Grounds

Ms. Sara Kneal, Guidance Counselor

Mr. Bill Hischak, Guidance Counselor

Mr. Lou Kluck, Cafeteria General Manger

Mrs. Amanda Bruza, School Nurse

Mr. Ken Bartuska, Athletic Director

Ms. Cindy Peralta-Nin, College and Career Guidance

OFFICE STAFF

Mrs. Lisa Kotz, Secretary, Principal's Office
Mrs. Christine Matthews, Secretary, Guidance Office
Mrs. Jennifer Nestorick, Secretary, Special Education
Mrs. Allison Reilly, Secretary, Principal's Office
Mr. Raymond Whittaker, School Resource Officer

FACULTY

Beggs, J	Physical Education
Brown, C	Em. Support
Bunnell, B	Music
Burns, B	English
Carey, S	English
Christian, K	Learning Support
Collins, B	Science
Dennis, L	Life Skills
Fedorko, M	Industrial Technology
Figlerski, J	Family Living Skills, Art
Fleury, A	Science
Harbaugh, R	English & French
Hyder, A	English
Iagnemma, M	Mathematics
Jefferies, R	English
Kelchner, L	Spanish
Koval, A	Science
Kus, J	Learning Support
Larson, C	Learning Support
Litchkofski, J	Social Studies
Manley, J	Physical Education
Mikulski, G.	Mathematics
Muench, C	Social Studies

FACULTY(cont.)

Pray, X	Librarian
Prushinski, D	Science
Prushinski, J	Learning Support
Rauh, N.	Mathematics
Rubal, M	Art
Stachowiak, M	Science
Stetz, R	Social Studies
Warman, B.	Mathematics
Wisniewski, M	Mathematics/ cyber
Yendrzejewski, A	Mathematics
Zubritski, M	Social Studies

NON-DISCRIMINATION POLICY

It is the policy of the Greater Nanticoke Area School District not to discriminate on the basis of race, color, religion, national origin, sex, age, conduct, or disability in administering its educational and vocational programs or employment as required by Title VI and Title IX, Section 504 and the Americans with Disabilities Act.

For information regarding civil rights and grievance procedures contact:

Mrs Meghan McMahon
Directors of Special Education
mcmahonm@gnasd.com
600 East Union St
Nanticoke, PA 18634
Telephone: (570) 735-1701
or

Dr. Ronald Grevera, Superintendent of Schools
Administrative Complex
427 Kosciuszko Street
Nanticoke, PA 18634-2690
Telephone: (570) 735-1270

THE BUCKLEY AMENDMENT

The Family Educational Rights and Privacy Act of 1974 - called the Buckley Amendment - provides for cutting of U.S. Office of Education (OE) funding to institutions that do not comply with the standards prescribed in the Act. The essence of those standards is that:

Parents of a child who is under age 18 and has never attended an educational institution beyond the high school level must be allowed to inspect the child's school records.

Students on reaching age 18 or attending an institution beyond the high school level, called eligible students in the regulations, must be allowed to review their own school or college records, and any other individuals must obtain permission to inspect any records.

Schools and colleges may not release information about students or let anyone else inspect their records - with certain exceptions listed in the statute - unless the parent or eligible student has given written consent.

INTRODUCTION

We, the members of the faculty and administrative staff, are mindful of our obligations to our students and our community; do conceive these concepts as valuable to the educational process of the Greater Nanticoke Area High School, Greater Nanticoke Area School District.

We believe that the purpose of education is the growth and development of the student's entire personality. Our purpose is to develop the intellect through the learning process so that our graduates will be able to function effectively in society.

In the belief that the basic unit of society is the individual, we shall endeavor to provide educational opportunities which recognize individual differences in abilities, aptitude, and interest, and which will prepare our students for useful and responsible citizenship.

It is our conviction that a responsibility of our school is to develop the student collectively and intelligently to the maximum of his/her capacity. We further maintain that this intellectual development cannot be separated from the moral, emotional, physical, and social development of the individual.

We believe that education takes place in a variety of ways. Therefore, the individual should be exposed to an academic atmosphere of variety while being assisted in correlating the numerous facets of the learning process.

We strive to provide complete and accurate information in basic and interrelated subject areas through a well-prepared teaching staff.

We believe that while our essential obligation is to the youth of our community, we have a commitment to all people of the community.

Basic to all principles of the educational philosophy, we believe that the school is in existence primarily to stimulate thinking processes, to develop skills basic to the changing needs of our economy and culture, and to provide direction in respect to moral and spiritual values in a democratic society.

MISSION STATEMENT of GNA SCHOOL DISTRICT

The School District of Greater Nanticoke Area, in an active partnership with families and the community, will work to prepare our students for the challenges of the future by having an integrated curriculum that will inspire each student to become a lifelong learner in a global community.

ACCEPTABLE USE POLICY

Signing for this document constitutes an agreement to comply with the 2015-2016 GNASD Acceptable Use Policy which can be found at:

www.gnasd.com/techdept/GNASD_AUPrev2.pdf

If you have no Internet access, a hard copy can be obtained by sending in a note.

ATTENDANCE POLICY

ATTENDANCE – “Attendance” is the presence of a student on days school is in session. “Absence” is the failure of a student to attend school on those days, half days and hours school is in session. Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except when the absence is “excused” as set forth below.

A. Policy Statement

The Board of Directors of the Greater Nanticoke Area School District requires that school-aged students enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Board believes there is an

educational nexus between classroom presence and achievement and that class attendance is relevant to the pupils' overall performance, achievement and academic success. It is the policy of the Board that pupils who are "truant" or missed class due to unexcused or illegal absences will receive a "0" for the class participation for the days which were actually missed by the pupil.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance (18 and under).

Habitually truant shall mean absence for more than six school days or their equivalent following the first notice of truancy.

Unexcused absence shall mean an absence from school which is not permitted and for which an approved explanation has not been submitted within 3 days and in the manner prescribed by the governing body. An out-of-school suspension may not be considered an unexcused absence.

B. Excused Absence

An "excused absence" includes the absence of a student for any of the reason set forth in the paragraphs below. Within three (3) school days from when a student returns to school after an absence, he/she must present a written note (K-7 homeroom teacher, High School, office) giving the student's full name grade, listing the dates of the absence and detailing the reason(s) for the absence. The parent or guardian must sign and date the note and indicate the home phone number. Upon receipt of the required written excuse in the mandatory timeframe, the absence will be recorded as a "legal absence." Building Principal may use discretion to extend the 3 day timeframe for submitting excuses for extenuating circumstances, on a case by case basis.

The types of "legal absences" are as follows:

1. *Illness – If a student becomes ill during the school day, the student must obtain a pass from the teacher to see the nurse. If necessary, a parent will be contacted by the nurse or administrator and the student is given written permission to be excused to go home. The nurse must inform the attendance office of the illness.*

If a student is unable to attend school due to illness, the student shall submit to the District a written excuse from either his/her parent or licensed physician within three (3) school days after the absence. Failure to submit a written excuse within this timeframe shall result in the absence being recorded as illegal or unexcused.

If a student accumulates more than ten (10) absences due to illness during one school year, the school administration shall require the student to provide a medical statement or excuse from a licensed physician for every subsequent absence due to illness. Failure to provide the requested medical excuse shall result in such absence being classified as unexcused and/or illegal depending upon the age of the student.

2. *Death in the family.*
3. *Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year).*
4. *Impassible roads.*
5. *Emergency – school administrators will determine whether a specific circumstance qualifies as an “emergency” on a case-by-case basis.*
6. *Delay or absence of school bus.*
7. *Quarantine.*
8. *Family Educational trip/tour/high school shadow - Special permission is required for students to take family educational trips during the school year. The student must turn into the office the excuse from the parent requesting the leave at least two (2) weeks prior to the trip. The trip request form is available in the main office and counselors’ office. The principal will sign the completed form when the student’s records (attendance, disciplinary and academic) have been reviewed. Students who have a history of attendance issues, discipline issues and/or/ who are in academic jeopardy may not receive approval from the respective building administrator to take a family trip. The school administration shall only approve one family trip per student per year. Any subsequent family trips must be approved by the Assistant Superintendent or Superintendent. Family trips that are not preapproved by the school principal shall result in the student’s absence being recorded as illegal.*
9. *Court appearance.*
10. ***Dental and medical appointments – Students who wish to leave the school for dental or medical appointments shall submit a note from the parent and/or an appointment card from the doctor to the school office prior to the appointment. Students/parents are asked to schedule medical appointments after school as much as possible. The student***

must obtain written proof from the doctor/dentist that he/she appeared at the appointment, which must be returned to the Attendance Office upon the student's return to school, or the absence from school will be considered UNEXCUSED or ILLEGAL, depending on the age of the student.

11. Home tutored instruction – The parent must secure a form from the building principal for the student's doctor to complete. The form must be returned to the building administrator in charge of attendance. All home tutored assignments, books, materials and return of materials must be coordinated through the appropriate counselor.
12. Weather emergency – if the Superintendent orders the schools closed, parents are not required to end a written excuse for their child's absence on that day. On days where the Superintendent has not closed the schools in the district but parents think conditions in their specific area are hazardous, they should keep their children home from school. In such cases, absences will be excused when verified by notes from parents that the absences are due to hazardous weather conditions, provided the Superintendent and his/her designees will not allow this provision to become an excuse for unjustified irregular attendance and have the discretion to refuse excuses of this nature if they believe evidence exists to show the weather was not hazardous on a specific day.
13. * College visitation.
14. * Junior/Senior excusal for interviews – When students have a written invitation or appointment to participate in a job interview, college admission, nurses' training, trade or technical school as well as other post high school plans, they may be excused for a total of three (3) days during their Junior/Senior year. The student is to obtain a permission slip from the appropriate guidance counselor and have this completed before the day he/she is to be excused. After the appropriate counselor gives permission, the counselor sends a copy of the same to the attendance secretary. For early morning appointments, the request from the parent may be brought the day prior to the appointment.

*** High School Only**

Excused absences are not to be considered perfect attendance.

The only exceptions to this policy are: school related field trips, weather emergencies, sports, and absence from school for religious instruction. No other exceptions are made.

The following reasons for absences are **NOT** legal and shall **NOT** count as "excused" absences: personal business (work/hair appointments/shopping), oversleeping, missing the bus, car

problems, hunting, babysitting siblings or others, senior skip day, general excuses (such as “out of town”, “at an appointment”, or “family emergency”). Building administrators will contact parents to gain further explanation of general excuses.

C. Illegal Absence

An “illegal absence” is an absence from school for all students of compulsory school age for reasons other than those defined as “legally excused.” The only reasons that a student may “legally” miss school are set forth in this section of the handbook. “Compulsory school age” refers to the period of a child’s life from the time the child enters school as a “beginner” which may be no later than at the age of eight (6) years until the age of seventeen (18) or graduation from high school, whichever occurs first. According to the Pennsylvania Supreme Court in Commonwealth v. Kerstetter, 2014 PA LEXIS 1500 (Pa., June 16, 2014), although parents are not required to enroll their child in kindergarten once the election to enroll a child in school (including kindergarten) is made, the child is subject to the School Code’s compulsory attendance requirements.

A student who accumulates ten (10) illegal absences during one school year will no longer be eligible to participate in and /or attend all extracurricular activities and clubs, including but not limited to; field trips, participating in all athletics and other extracurricular activities, attending (as a spectator) all athletics and other extracurricular activities, dances, etc. However, after a period of improved attendance, the school Principal has the discretion to reinstate a student’s privileges to participate in and/or attend extracurricular activities and clubs.

UNACCEPTABLE REASONS FOR STUDENT ABSENCES

Reasons NOT acceptable for being absent from school and are considered trancies or unexcused absences during the regular school year. A truancy occurs if a student does the following:

1. Going to work with parent or other family member.
2. Going to the beach, lake, river, mountains or desert.
3. Going to a concert.
4. Getting ready for a date.
5. Babysitting, taking care of other family members.
6. Under the influence of alcohol or drugs.
7. Joyriding or partying.
8. Personal problems.
9. Repairing car or household items.
10. Waiting for service or repair people to arrive.

11. Shopping.
12. Camping.
13. Attending a sporting event.
14. Any other reason not included in “Acceptable Reason for Excused Student Absences.”
15. Bus not available/missing bus.
16. Participating in a student demonstration off campus.

D. Truancy

Chronic illegal absence or their equivalent (illegal tardy minutes or illegal minutes of class cuts) constitute “truancy” and will be referred to the Magistrate for violation of compulsory attendance laws.

In addition to any interventions and behavioral modifications utilized by the school district who have acquired illegal absences or their equivalent, compulsory aged students must comply with the compulsory education/truancy provisions of the Pennsylvania School Code. The following procedures shall be followed in accordance with mandatory Pennsylvania law:

1. First Notice — a First Notice shall be served on the student’s parent(s)/guardian as soon as a student has accumulated three (3) days, or their equivalent, of illegal absences. It remains a First Notice until three (3) calendar days have elapsed after legal notice has been served on the parent(s)/guardian.
2. Second Notice — the next illegal absence after the First Notice is closed becomes a second offense and the appropriate administrator will serve a Second Notice on the student’s parent(s)/guardian. Upon serving the Second Notice on the student’s parent(s)/guardian, charges will be filed with the Magistrate.
3. Hearing before the Magistrate — after charges are filed with the Magistrate, the student’s parent(s)/guardian will receive notice of a hearing before the Magistrate. Both the truant child and the parent(s)/guardian must appear at the hearing. If the parent(s)/guardian show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense.
 - a) Upon conviction of a summary offense for failure to comply with compulsory attendance laws, the truant student’s parent(s) / guardian will be sentenced to pay a fine, not to exceed three hundred dollars (\$300.00), and must pay court costs or be sentenced to complete a parenting education program.

- b) If the parent(s)/guardian are not convicted, and the child continues to be truant and has reached the age of thirteen (13), and has been convicted of violating the compulsory attendance laws:
- i. *the child can be fined up to \$300.00 or be assigned to an adjudication alternative program; and*
 - ii. *the Pennsylvania Department of Transportation (PennDOT) will suspend the child's driving privileges for 90 days.*
 - iii. *If the child is convicted of a second or subsequent violation, PennDOT will suspend the child's driving privileges for six months.*
 - iv. *If the child convicted of a violation of compulsory attendance laws is unlicensed, that child will be ineligible to apply for a learner's permit or driver's license for 90 days after a first offense, or for six months after a second or subsequent offense. If the child is under sixteen years of age when convicted, suspension of operating privileges will commence upon the child's sixteenth birthday.*

Attendance subsequent to Magistrate hearings – If students are illegally absent again after a hearing before a Magistrate, the District Administration shall again file charges (another Second Notice) with the Magistrate for the subsequent illegal absences.

E. Unexcused Absence (for students 18 years or older only):

An “unexcused absence” is the absence of a student who is beyond compulsory age (18 years or older) who leaves school during school hours without school authorization or absence from school for reasons other than those defined as legally excused as set forth in this section of this handbook.

Students who are beyond compulsory education age are not subject to the truancy provisions of the Pennsylvania Public School Code. However, consistent with the District’s policy that attendance in class is directly related to a student’s performance, achievement and ultimate success, a student’s unexcused absence/s shall trigger the following interventions and behavioral modifications:

1. *First Unexcused Absence* - Administrative Detention. Parents will be notified. A “0” will be given in all classes in which a student has an unexcused absence.

2. Second Unexcused Absence – will be two consecutive one-hour Administrative Detentions. The school administrator shall meet with the student to review the consequences for continued unexcused absences. Parents shall be notified of and invited to attend this conference. A “0” will be given in classes in which a student has an unexcused absence.
3. Third and Subsequent Unexcused Absences – will be three consecutive one-hour Administrative Detentions / ISS. The school administrator shall meet with the student to review again with the student the consequences for continued unexcused absences, and review the previously signed attendance contract. Parents shall be notified of and invited to attend these conferences. A “0” will be given in classes in which a student has an unexcused absence.

Letters sent to parents:

- **3 day unexcused (truant)** ~ Letter sent to parent.

~Absences are unexcused if a parent note/ Dr. note is not received within 3 days.

- **6 day unexcused (habitually truant)**

~ 2nd Letter sent to parent informing them of scheduled SAIP meeting.

~If SAIP held previous then citation filed, initiating magistrate district hearing at the school.

10 day letter sent after 10 accumulated absences (excused/unexcused)-informational

~If all 10 days excused, doctor note required for any additional absences.

F. Tardiness

Tardiness to school interferes with a student's learning just as if that student is absent from school. Chronic tardiness is unacceptable both in school and in the workplace.

Students arriving after 7:32 am must report to the principal's office for a late pass. **After four (4) lates a parent must accompany the student to school.**

Unexcused/illegal tardies may, when added together, constitute the equivalent of an unexcused/illegal absence from a day(s) of school, which triggers internal District interventions and/or truancy prosecution procedures.

Grades 8 – 12 - A student who is tardy to school after the bell rings for homeroom (7:32am) must report directly to the Attendance Office where a tardy/excuse form will be completed and given to her/him. This form must be presented to all teachers by the student.

1. Chronic unexcused tardiness cannot and will not be condoned. A student who is late for school more than four (4) times without an acceptable excuse must be accompanied by a parent/guardian.
2. **Parents will be notified by letter when students accumulate seven (7) unexcused lates. Letters must be signed by the parent/guardian and returned to the principal's office within three (3) days. If said letter is not returned within this time period, the parent/guardian must accompany the student to school.**
3. **Students who accumulate eight (8) unexcused lates will be referred to the magistrate for legal action.**
4. Students are not to be counted tardy whenever a bus arrives late.

Excused Tardiness

- Court appearance (certificate required)
- Medical appointment (doctor's office note required)
- Family emergency (parental contact required)
- School function

Unexcused Tardiness

- Oversleeping
- Missing the school bus
- Personal errands
- Any other reason not classified as excused.

Lateness, as well as absences, is recorded daily in the attendance office. Arriving late, which is any time after 7:33 am, may result in detention. The only exception will be when the bus arrives late. Car

problems, oversleeping, and inexcusable personal reasons will be unacceptable. Continual tardiness may result in legal action.

Once you are tardy three times to school, you will be charged with $\frac{1}{2}$ day of an illegal absence. Each additional time you are tardy beyond the three days will count as $\frac{1}{2}$ day of absence, either lawful or unlawful. **Once a student accumulates 8 unexcused lates, they will be charged with 1 day of truancy and will be referred to the district magistrate. You are also required to be to class on time. If you are tardy to class, this will also count towards the accumulation of illegal days.**

LOSS OF CLASS/COURSE CREDIT FOR UNEXCUSED ABSENCES

1. A student may lose credit for a particular class or course if he/she misses more than nine (9) class periods per semester due to unexcused absences.
2. After a student misses a particular class or course for the fifth (5th) time, the teacher/administration shall contact the parent, guardian, or person in parental relation to the student.
3. Visits to the Nurse's Office **MAY NOT BE CONSIDERED EXCUSED ABSENCES.** Repeated visits to the Nurse's Office will be reviewed by the administration.

G. Early Dismissals

Students who need to leave school early or leave the high school building are required to bring a note from a parent or guardian. All notes must be handed in to homeroom teacher, which will need to be brought to the high school office by 8:00am the morning of the day requested. No student will be permitted to leave the building without documentation. The following must be indicated on each request:

1. Name and grade of student
2. Date of requested dismissal
3. Time of requested dismissal

4. Parent/Guardian signature and phone number
5. Reason for request

Early dismissals are excused for the following:

1. Physician's appointment (verification from physician required)
2. Court appearances (verification required)
3. Death in the immediate family
4. Religious observances
5. School related activities (i.e. field trips, academic competitions, athletics, etc.)
6. Other exceptionally urgent reasons that are authorized by the High School Principal

Early dismissals will only be excused for the above reasons. Other, unexcused early dismissals, will be counted as unexcused and will count against the students attendance as periods of the day missed and therefore be considered as a part of the day absent.

H. Cyber School Attendance

Students enrolled in courses through the Greater Nanticoke Area Service program in accordance with the following requirements will be considered in attendance for purposes of this policy and compulsory education requirements. Student attendance in Cyber Service courses will be monitored by the Cyber Service Administrator, guidance counselors and teacher(s) using an Internet based system. To be considered in attendance during the school year, a student enrolled in the Cyber Service program must actively participate in on-line instruction not less than 2.5 hours per week per course. A student will not be granted credit for any semester course if absences from that course total more than seven (7) hours per

quarter or for any full year courses that total more than twenty-eight (28) hours for the year. A student is not considered absent from class if she/he has logged into cyber service program and remained active during the minimum period required.

Except to the extent required by an individualized education program, Cyber service instruction will not be provided by the school district prior to the beginning of or subsequent to the end of the school year as annually approved by the Board of School Directors.

Students enrolled full-time in the Cyber Service program must be actively engaged in their on-line courses a minimum of 2.5 hours to qualify for participation in extracurricular activities or practices on that day.

I. Miscellaneous Provisions Relating To Attendance

- 1. LEAVING SCHOOL WITHOUT PERMISSION/CUTTING CLASS** – a student must have written permission by the parent/guardian describing a legal reason to be absent from school as set forth in this section of the handbook. He/she is not to leave the building or an assigned class for any reason. Under no circumstances should a student call home and ask his/her parents to come and take him/her home. When necessary, such calls should be made by the school nurse or the appropriate administrator. If the student has forgotten his/her written permission, an administrator may call the parent documenting permission received by phone. **Failure to comply with this policy shall result in the student being assigned an illegal or unexcused absence for the time missed from school and/or class. Students may be assigned disciplinary consequences for violation of this policy. A “0” will be given in classes which a student has cut or missed without a legal excuse.**
- 2. HOMEWORK AND ASSIGNMENTS FOR DAYS OF LEGAL ABSENCES** – When a student is absent (excused), a homework assignment request must be made by parents through the school administrator. At least one day (24 hours) prior notice should be given for instructors to gather all materials requested. Parents

may pick up assignments in the office during regular school hours.

For each excused absence, the student will have one (1) day to complete assigned school work.

- 3. PARTICIPATION IN SCHOOL ACTIVITIES AND SCHOOL DANCES** – Any student missing any portion of a school day without an excuse setting forth a legally permitted reason for the absence (set forth in this section of the handbook) WILL NOT BE PERMITTED to participate in any school activity that day. **STUDENTS ARE ALSO INELIGIBLE TO ATTEND A SCHOOL DANCE IF THEY HAVE HAD ANY SUSPENSIONS IN THE MONTH (30 CALENDAR DAYS) PRIOR TO THE DATE OF THE DANCE.**

- 4. ATTENDANCE FOR STUDENTS ON HOME TUTORING (Homebound)**

Compulsory school attendance (truancy) rules apply to students on home tutoring. This means a student's failure to participate in three (3) hours of home tutoring without a legitimate excuse for those absences will equate to three (3) days of illegal absence, triggering truancy prosecution.

ACCIDENTS

All accidents must be reported to the teacher of the class who in turn notifies the school nurse who takes appropriate action after consultation with the principal. An Accident Report Form should then be completed by the teacher and placed on file in the principal's office within 24 hours.

ASSEMBLY

Assemblies will be scheduled on the basis of need. Students report to the assembly area promptly and must sit only in those seats assigned to them. **All students in the Greater Nanticoke Area High School are expected to display good manners and respect for others during assembly programs.** Whistling, stomping of feet, or other manifestations of poor manners will not be tolerated. School district

personnel have the right to assign specific seats for their accountable students at their discretion, if necessary. *Students found guilty of displaying poor manners will be asked to leave the assembly area and will forfeit their rights to attend future assemblies.*

BACKPACK USAGE

To clear up the confusion, here are things you need to know ahead of the school year:

Which students are required to use clear backpacks?

Any student in grades 9-12 will be required to use a clear backpack.

Are mesh backpacks allowed?

No, students are allowed to use clear backpacks only.

Can backpacks have mesh pockets?

Yes, mesh side pockets are allowed on clear backpacks.

Are transparent colored backpacks allowed?

No, colored backpacks aren't allowed even if they're see-through. Only fully clear backpacks.

Are stripes allowed to be on clear backpacks?

No, stripes in any location are not allowed on backpacks.

Can clear backpacks have colored straps?

Yes, colored straps are allowed.

Are company trademarked logos allowed on the front of the backpack?

Large logos that obstruct the backpack are not allowed but small logos are allowed.

Will athletic bags and instrument cases be allowed on campus even though they're not clear?

Yes but these bags must be stored as soon as the student arrives at school. Athletic bags and instrument cases must be placed in wrestling room (athletic bag) or band room (instrument case).

What size do clear backpacks have to be?

There is no size specification for backpacks.

Do lunch bags need to be clear?

No.

Question: Are purses allowed?

Yes. Purses cannot exceed 9 inches x 10 inches x 17 inches

BEHAVIOR

Students attending the Greater Nanticoke Area High School are expected at all times to act as young ladies and gentlemen.

Students who are requested by a teacher to leave the classroom for disciplinary reasons must report to the principal's office immediately with **a written statement from the teacher** concerning the infraction.

If a student's behavior is considered to be flagrantly disrespectful of the classroom teacher and/or school officials, he/she will be suspended from classes and will remain suspended until his/her parents or guardians visit the school to meet with the principal or his designee.

The above guidelines for proper conduct are also applicable for students at all athletic and social events sponsored by the school district.

LOUD, ABUSIVE, PROFANE LANGUAGE AND/OR BEHAVIOR

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

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

BULLYING POLICY

Bullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school and/or school sponsored event, and is severe, persistent, repetitive or pervasive and has the effect of doing any of the following:

- (1) Substantial interference with a student's education.
- (2) Creation of a threatening school environment.
- (3) Substantial disruption of the orderly operation of the school.

Students are directed to discuss complaints with a teacher or administrator. Students may file an anonymous report on-line on the district website or through Safe2Say. The principal will investigate complaints of bullying/cyberbullying promptly, and corrective action shall be taken using progressive discipline if the allegations are verified. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

Cyberbullying

Cyberbullying shall mean using digital communication capabilities on any electronic device to bully others by:

- a. Sending or posting cruel messages or images
- b. Threatening others
- c. Excluding or attempting to exclude others from activities or organizations.
- d. Starting or passing on rumors about others or the school system.
- e. Harassing or intimidating others.
- f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.

- g. Sending or posting harmful, untrue or cruel statements about a person to others
- h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
- i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
- j. Engaging in tricks to solicit embarrassing information that is then made public.

Cyberbullying will be addressed through progressive actions/discipline by the school when it occurs in a school setting and/or school sponsored event and is severe, persistent, repetitive or pervasive

An anonymous report on-line on the district website or through Safe2Say can be completed if the cyberbullying disrupts the school, makes a threat against a teacher or other student, or amounts to severe harassment.

Cyberbullying that is occurring outside of the school be reported to local authorities.

BUS REGULATIONS/CONDUCT

The Greater Nanticoke Area School District is dedicated to providing safe transportation for its students. The cooperation of the student riding the bus is essential in maintaining high standards of bus conduct. To attain this, the student must **STOP** and **THINK** about the consequences associated with his/her conduct on the bus. The student must consider how his/her actions might hurt another student or distract the driver and cause an accident.

The Greater Nanticoke Area School District reserves the right to monitor student behavior through the use of audio and video monitoring equipment on all buses.

The district believes that the bus ride to and from school is an extension of the school day. The following bus conduct regulations have been created using the district's "**ZERO TOLERANCE**" policy. Any student who receives a fourth misconduct report from a bus driver or principal or reaches a Level IV offense category will be denied transportation privileges for the remainder of the school year.

This is not a suspension from school; therefore, the parents are responsible for the transportation of their child to and from school. Non-attendance will be recorded as truancy.

The following rules/regulations have been adopted in an effort to insure the safety of our students:

1. While the bus is in route to and from school, the driver is the sole authority.
2. Students are not permitted to change their seats or get on or off the bus while it is in motion.
3. When exiting, students must pass in front of the bus whenever they need to cross the street.
4. Students must exit the bus at their regular bus stop.
5. No animals, firearms, explosives (firecrackers) or any device considered dangerous or objectionable may be transported while students are riding the bus.
6. Students are warned not to stand on the roadway while waiting for the school bus.
7. Students must promptly move to their seats upon boarding the bus and be seated.
8. The use or possession of alcohol, drugs, or tobacco products is forbidden on the bus. Items associated with smoking, such as lighters and matches are also prohibited. This restriction includes field trips and school sponsored activities. Smoking infractions will be referred to the magistrate.
9. The bus driver or principal has the right to assign permanent seats to the students.
10. Students must wait their turn when boarding or leaving the bus.
11. If a student or group of students becomes boisterous or unruly (hitting, fighting, using profanity, taking another's possessions), the driver will stop and notify the transportation coordinator who will issue instructions.
12. Students should be at their stops at least five (5) minutes early. In bad weather, students are requested to wait fifteen to twenty minutes before returning home. In good weather, there is no limitation on the waiting time.
13. Parents of students suspended from riding the bus will be notified by phone or mail.
14. Parents who transport their children to school on a daily basis must notify the office in writing and be available at all times to pick up their children in the event of an emergency (early dismissal, etc.).
15. It is mandatory that students ride their assigned bus and conform to all rules and regulations.

16. If a student is suspended from school and from the bus on the same dates, the bus suspension will take effect after the student returns to school. Both suspensions cannot be at the same time.

The above rules/regulations coupled with the offense levels below will indicate the disciplinary response that will follow. Disciplinary responses are being reviewed and will be sent home when reviewed.

LEVEL I

Infraction: Pushing, tripping
Excessive mischief
Eating, drinking, littering
Annoying, disruptive acts
Unacceptable language
Violations of rules/regulations section
Acts that constitute a violation of established school policy
Failure to remain seated when bus is in motion

Disciplinary Response:

Warning, student reprimand, parents notified

LEVEL II

Infraction: Smoking and/or use and possession of tobacco products (Act 145 of 1996) and items associated with smoking, such as lighters, matches, e-cigs & vape devices (Refer to Magistrate)
Destruction of property (Refer to Magistrate)
Fighting (Refer to Magistrate)
Verbal/written threats, aggressions or insubordination towards the bus driver
Possession or use of incendiary devices (Refer to Magistrate)
Second LEVEL I violation

Disciplinary Response:

3-5 day bus suspension, parents notified

LEVEL III

Infraction: Sex offenses (Conference with parents)
Possession/use/transfer of drugs and/or drug

paraphernalia and/or alcohol (Refer to Civil Authorities/Magistrate)
Third Level I violation
Second Level II violation

Disciplinary Response:

Immediate 6-10 day bus suspension; parents notified

LEVEL IV

Infraction: Possession/use/transfer of weapons (Refer to Civil Authorities/Magistrate)
Fourth Level I violation
Third Level II violation
Second Level III violation

Disciplinary Response:

Bus privileges denied for the remainder of the school year

The enforcement of the misconduct disciplinary responses regarding bus behavior is under the jurisdiction of the building principal and his/her designee.

For security and safety reasons, students must ride their assigned bus. Students qualifying for district transportation will be transported only from their assigned home bus stop to school and back. Students are not permitted to transfer to other stops and/or routes.

STUDENTS ARE NOT PERMITTED TO RIDE OR CHANGE BUSES TO GO TO A FRIEND'S HOUSE. Drivers cannot accept notes for changes from parent(s) or guardian(s). They must be brought into the school in advance and approved by the principal or the transportation director. The student will then be issued a bus pass. Each driver has a roster and they will not permit other students to ride the bus without a pass provided by the transportation director or principal.

Parent(s) or guardian(s) may request in writing that a student be reassigned to a different stop and/or route. All requests should be submitted 1 or 2 days in advance to the Transportation Officer for approval. Each request shall be reviewed by the appropriate school district administrator and may be granted in accordance with the following criteria:

1. The change is permanent for the remainder of the school year.
2. The change is not permanent, but due to a medical condition that can be verified by a doctor's note.
3. The route does not have to be changed or extended.
4. The stop exists on the route.
5. The vehicle capacity will not exceed the legal limits for the vehicle.

During the school year it may be necessary to make adjustments. The transportation office will make every attempt to write a memorandum or contact parents of each student involved in any change.

Parents are asked to treat bus drivers with respect and dignity and should encourage their children to do the same. Bus drivers **cannot** change bus routes or stops. Only the transportation director can do this after consultation with the contractor and the approval of the school board of directors.

We are striving to provide a safe means of transportation to and from school for your child and would like your inclusion and cooperation in attaining and maintaining this effort.

CAFETERIA

The Greater Nanticoke Area High School cafeteria is so designed as to permit all students to avail themselves of its facilities. **Therefore, it is required that all students eat their lunch in the cafeteria whether or not they buy their lunch. All lunches must be eaten in the cafeteria and under no circumstances should food be taken from the cafeteria. Neither food nor any beverage is permitted in the hallway or in the classrooms at any time.**

Cafeteria Procedures

1. Students will report directly to the cafeteria for their lunch periods.
2. Students will be directed to form a single file serving line by the cafeteria supervisors. Students will be allowed through the serving line just one time.
3. Cutting in line during the serving of lunch will not be tolerated!
4. Students should properly discard trash and return trays to the appropriate cafeteria area.

5. All food must be consumed within the cafeteria. Food is not permitted to be taken from the cafeteria.
6. Students are not permitted to leave the cafeteria without permission.
7. Student conversation is appropriate in the cafeteria. Screaming, yelling, or other loud noises **will not be tolerated.**
8. Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share responsibility.
9. Students are not permitted to bring glass containers into the cafeteria.
10. Students who throw food or any object in the cafeteria will be considered guilty of assault or disorderly conduct.
11. Students are to abide by the guidelines and regulations of the cafeteria they are assigned to.
12. All students must remain seated in the last five minutes of the lunch period. Students are not to stand in or around the cafeteria doorways during this time.

Inappropriate behavior in the cafeteria may result in assigned seating for the disruptive student as designated by the cafeteria faculty supervisor.

Students are not permitted in the gym, locker rooms, band room area, industrial technology area, or auditorium either during the lunch periods or prior to the homeroom period. Unauthorized visits to these areas will result in disciplinary action.

NEGATIVE BALANCES

A charge is allowed if money is lost or forgotten - it is a short term loan and should be paid back the next day.

The cafeteria balance is not to exceed \$10.00. If the cafeteria bill is not paid at the end of the school year, the balance will carry over to the next school year. Students should bring a lunch until balanced is paid.

There will be no charges allowed on the ala carte line - if a negative balance is on your account, you cannot purchase ala carte or extra items - only a lunch if you have the cash to purchase it in full.

If you have a negative balance on your account, you will receive a free lunch if entitled - no extras or ala carte items allowed.

A person is not allowed to purchase a lunch or snacks for another person who is not in line, especially one who is not allowed to purchase it themselves.

CELL PHONES / ELECTRONIC DEVICES

The use of music, movie, and/or game playing electronic devices is permitted in school prior to 7:05. Cell phone usage is permitted prior to 7:05, during lunch and after 1:50. Use of all electronic devices is not permitted during instructional times, including study hall, to ensure the integrity and non-disruption of instruction throughout the entire day regardless of a student's location in the building. During instructional time, cell phones should be turned off and remain out of sight. Teachers have the authority to allow use of these devices for appropriate instructional purposes as we take steps to prepare students for the use of such devices in college and in the work place. Similarly, laptops and tablets may be used with teacher permission. We want to promote 21st Century skill development, and smart phone technology is certainly becoming an integral part of information sharing and instructional technology usage in many educational settings. **Inappropriate use and/or use of these devices at inappropriate times will result in confiscation and delivery of the device to the office. The device will be returned to the student at the end of the day for a first offense, and parents will be notified. A second offense will result in a detention and return to student at the end of the day. Third and subsequent offenses will result in additional detentions, and a parent/guardian must report to the school to pick up the device at the end of the day. Habitual offenders (4+) will lose the privilege of having the device(s) in their possession anywhere in school. Failure to hand over phone when requested will result in a referral for insubordination.**

The taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate image or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited. The term “inappropriate” shall refer to any image or photograph, the dissemination of which could or does result in substantial disruption to the functioning of the school.

Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using school district operated and/or sponsored transportation shall be allowed so long as the device is on “silent mode”, used with headphones or inaudible in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from the school’s principal.

In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy. Furthermore, students shall not use the audio recording function of any electronic device at school or at any given school function unless given express permission in advance from both i., a teacher or administrator, and ii., the individuals who are being recorded. Also, students shall not use the camera function of any electronic device at school or at any given school function unless given express permission in advance from both i., a teacher or administrator, and ii., the individuals who are being recorded.

Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.

Students have sole responsibility under all circumstances whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity. The

District assumes no responsibility for personal electronic devices.

Video Recording and/or Sharing from an Electric Device

Using a cell phone or electric device to film a physical or minor altercation, inappropriate school behavior, or any level of a discipline infraction, and sharing it to social media and/or electrically, will result in a Level III disciplinary action for the first offense, and Level IV for repeated offense.

CHANGE OF ADDRESS

Students are required to notify the principal's office of any changes in basic student information. This includes changes of address (two proofs of residency is required), telephone, and guardianship. This information will keep office records current and accurate.

CHANGING CLASSES

Students are to pass in an orderly fashion; use the shortest route in passing to class. Three (3) minutes passing time is allowed between classes. Students are not allowed to stop at their lockers in between classes.

CLASSES AND STUDY HALLS

Students must enter their classroom before the late bell rings. Any student who has been detained by a faculty member should request a written pass to present to the next period teacher.

It is the student's responsibility to be prepared for each class or study hall by having the proper books, notebooks, or other equipment. Students may not have or wear coats, hats, scarves, etc. in the school building.

Talking, interrupting, or walking to the sharpener without permission are not only distracting but rude and discourteous. Students in shop, home economics, or physical education classes must avoid any rowdiness or horseplay in order to prevent accidents.

Study halls are scheduled so that a student may have the time while in school to study, use the library, or to complete make-up work or tests. Study halls are not intended as free time to converse with other students. Talking will distract those who must concentrate on their work. Students who may have their assignments complete are encouraged to occupy their time constructively by reading a book or periodical.

No student is allowed to leave a study to visit another teacher unless they have obtained a written pass from that teacher before the study period begins.

COMMUNICATIONS

The Greater Nanticoke Area High School Skyward Communications System is in operation 24 hours a day, including weekends and holidays. This system will provide information concerning curriculum announcements, athletic activities, transportation information, school cancellations and delays, and Guidance Department news.

This system allows a parent to leave a message for any staff member concerning their son's/daughter's classroom performance.

The numbers to call are 735-8581 or 735-8582.

The Greater Nanticoke Area School District also maintains a homepage on the internet:

www.gnasd.com

You can link to your child's teachers through this homepage to inquire about homework, progress, or information regarding their classes.

COMMUNICATIONS/TELEPHONE

The Skyward Communication System is an automated phone system used to inform parents of school closings, delays, early dismissals, absenteeism, tardiness, and other school events. An informational paper will be sent home at the beginning of the school year for parents to list all the pertinent phone numbers to be called to receive this information. Please remember that these calls may be made early in the morning, during the school day, or later in the evening.

DIRECTIVES

Students must pay careful attention to any directive announced over the public address system or WGNA and are responsible for all information disseminated through any school media.

DISCIPLINE

Discipline is the training that corrects, molds, or perfects the mental faculties or moral character. Its aim is to rehabilitate the student. As much as possible, disciplinary measures are positive and preventative. When all such measures have failed, other measures are instituted. *The entire Discipline Policy and its response structure to student misconduct can be found under the 'Discipline Policy' heading.* Appropriate consequences will occur and each situation will be fully investigated and evaluated on an individual basis.

DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board will not interfere with the rights of students and their parents to make decisions regarding appearance, except when their choices affect the health and safety of others. School officials can limit your expression to prevent major disruptions to classes and school activities.

The following items are not allowed:

- No pajamas.
- No torn or slashed jeans.
- No spandex of any kind.
- No half shirts or cutoff shirts, clothing must not expose the midriff, naval, or cleavage.
- No clothing depicting drug, alcohol, or tobacco messages.
- No violent messages or insignia related to gangs, racist or hate groups.

- No messages with implications of sexual nature.
- No tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops.
- No Do-rags, bandanas
- No flip flops, slides, or beach thongs.
- No hats, stocking caps/hats, or blankets
- Any other clothing promoting promiscuity deemed by the principal to be a classroom distraction and disruption to the educational process shall not be permitted.

The following items are allowed:

- Tee shirts, sweatshirts, polo shirts, turtlenecks, sweaters, jerseys.
- Shorts are allowed to be worn, but they are to be of reasonable length. Short shorts are not allowed, and shorts should be to the middle of the thigh in length.
- Jeans must be clean, not torn or slashed.
- Clothing should be of an acceptable size not more than 2 sizes too large or too small. **No undergarments should be visible at any time.**
- All clothing should be made of material that is not sheer or see through.
- All clothing should be clean.
- All skirts must reach the middle of the thigh in length.
- Hooded sweatshirts are allowed but students are **not permitted to wear the hood up in school.**

School officials can limit your expression to prevent major disruptions to classes and school activities.

Noncompliance will be considered a violation of the school policy. The following progressive discipline policy will be followed for dress code violations:

First Violation – Parent will be called and a change of clothing will be brought to the school by the parent.

Second Violation – Parent will be called to bring the student a change of clothes and an after school detention will be issued to the student.

Third Violation – Parent will be called to bring the student a change of clothes and an in school suspension will be issued to the student.

Subsequent Violations may result in the student being excluded from school. These absences will be considered unexcused and will result in prosecution in the court system for violation of school attendance laws.

The GNA School Board and Administration encourage all students to abide by this dress code policy. Failure to comply may result in the implementation of a student uniform policy requiring students to dress in a school uniform.

EXEMPTIONS:

Parents or legal guardians who object to the policy based on religious or medical grounds must present to the Building Principal a signed letter detailing the reason for the objection. The parent or legal guardian and the Building Principal will meet to discuss the exemption.

NOTE: *The above dress code may be amended at any time at the discretion of the Greater Nanticoke Area School Board.*

Any garment worn by students that appears to be inappropriate for school will require a change. Parents will be called and required to come to school with a change of clothes. To avoid a loss of class time and embarrassment for the child, parents should carefully select the appropriate clothing.

EMPLOYMENT CERTIFICATE (Working Papers)

1. You must bring a valid ID such as birth certificate, driver's license, learners permit, passport or PA ID to the principal's office to obtain a working application.
2. You must have this working application signed by a parent/guardian and return it to principal's office.
3. You will then receive your working permit.

EMERGENCY CARDS

Emergency cards must be filled out and handed in. It is imperative that these cards be kept current. Please contact the school if information needs to be changed.

END OF DAY/ DISMISSAL

High School students that walk or are picked up by a parent exit out bus port door by room 114.

FIRE & EMERGENCY EVACUATION DRILLS

Fire drills are necessary for the safety of the students and faculty. Fire drill information is posted in each room. At all times special instructions may be announced over the public address system.

Students will follow designated exit instructions, keep in single file, walk - not run, refrain from talking, and proceed to a distance approximately 100 feet from the point of exit.

The teacher should be the last one out of the room, should take the gradebook and keys, should close the door, and remain with his/her group.

When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly.

Emergency and bus evacuation drills are conducted at various intervals throughout the year.

FUNERALS

In the event of the death of a classmate, class officers will represent the class at the funeral. They will be marked present for attendance purposes.

GIFTS AND PARTIES

Students are not to collect money for gifts for teachers or other staff members or students, or hold parties or similar activities during the school day without the permission of the principal.

GRADING SYSTEM

The grading system is explained to each and every student by the faculty. **Parents are to note that class participation, attendance, assignment completion, and attitude in class are considered along with test scores.**

GRADUATION

Requirements

Students must earn twenty-three (23) credits and successfully complete a Senior Project to qualify for graduation from the Greater Nanticoke Area High School. Sixteen of the credits must be earned in major subjects.

4 credits in English (1 each year)	4 credits in Mathematics (1 each year)
4 credits in Social Studies (1 each year)	4 credits in Science (1 each year)
1 credits in Health/Physical Education	Remaining credits required to graduate will be electives

A student who does not fulfill the requirements listed here cannot participate in graduation ceremonies. Each student must pass at least six (6) credits per year to ensure fulfilling graduation requirements. Before a student is eligible to take part in graduation ceremonies, all obligations must be fulfilled. Each school year the High School Principal will establish the date when all obligations are to be met. These obligations include, but are not limited to, the following:

- Fines of any type - book, library, etc.
- Detention - All detention requirements must be satisfied by the end of May or the student will not be allowed to participate in graduation.
- Suspensions falling on or during the day of graduation will not be allowed to take part in Graduation Exercises.

- d) Incompletes - No student who has an incomplete grade on his/her report card can graduate.
- e) Uniforms - All uniforms must be returned to the coach, advisor, or director on a date and time set by them.

This means a student who does not fulfill all the requirements listed here cannot participate in the Graduation Ceremonies.

GUIDANCE

A comprehensive program of counseling services including information concerning course offerings, promotions, graduation requirements, employment opportunities, post high school education, financial aid, and special programs are available to all students and parents.

All students are encouraged to meet frequently with their individual counselors. Students must make an appointment to visit the guidance office and must obtain their guidance pass in the morning before the student late bell. ***Upon entering the guidance office, all individuals will register with the guidance office secretary. Failure to do so will result in loss of privileges.***

Except in cases of an emergency nature, students without a proper pass will not be allowed to visit the guidance office and may be subject to disciplinary action.

Parents wishing to consult with the counselors may make an appointment by calling (570) 735-7755.

HOMEWORK

Every student is expected to spend a reasonable amount of time after school hours for home study whenever necessary.

Copies of the ***GRADING POLICY*** and ***HOMEWORK POLICY*** are on file in the principal's office.

HONOR ROLL

Honor levels will be distributed to all students after the school year has begun.

ILLNESS

1. It is **mandatory** for all students to have his/her parents fill out a Medical Emergency Card at the beginning of each school year and submit this card to the school nurse. **Students will not be given a medical excuse to leave school if this medical card is not on file.**
2. If a student becomes ill during the school day, he/she should report to the school nurse after obtaining a nurse's pass from the classroom teacher. If the school nurse is not present, then the student will report to the principal's office.
3. If it becomes necessary to send the student home, transportation becomes the responsibility of the parents. In an emergency, the principal's office will make arrangements for transportation.
4. A student may not be sent home unless someone is available at home to care for him/her.
5. It is unlawful for school personnel to administer medication in any form.
6. The Greater Nanticoke Area School District **WILL NOT** dispense Tylenol, aspirin, Tums, Pepto Bismol, or any such medication. If you want your son/daughter to have access to these medications, please send the items in a container marked with the student's name and homeroom and he/she should deliver them to the nurse's office upon entering the building. **A WRITTEN PERMISSION TO DISPENSE NOTE MUST ACCOMPANY THE MEDICATION AND THE NOTE MUST BE DATED AND SIGNED BY THE PARENT OR GUARDIAN WITH THE CHILD'S NAME AND HOMEROOM ON THE NOTE.**
7. All students will be checked periodically for lice by our nursing staff. Reported cases and their classmates will be monitored on a regular basis. Students identified as having lice will be excluded from school. It is the parent's responsibility to provide transportation for immediate exclusion. If a parent is unable to provide transportation, a taxi will transport the child home at the expense of the parent. **IN ORDER TO RETURN TO SCHOOL, ALL LICE AND NITS MUST BE REMOVED FROM THE CHILD'S**

HAIR. AFTER TREATMENT, a child may return to school the next day to be checked by the school nurse, who is the only person authorized to issue an admit slip for the school and the bus. Upon receipt of the admit slip, the student should return to the office and present the slip to the principal. In order for students to be legally excused, all cases of head lice must be verified by a school district nurse. If this procedure is not followed, the absence will be deemed unexcused and will be referred to the district magistrate. If a child does not return after 3 days to be checked by the school nurse, the absences will be deemed illegal and referred immediately to the magistrate.

8. *According to the Department of Health, all students must be immunized with the following:*

- 3 Doses of DPT or DT vaccine
- 3 Doses of Polio vaccine 2 Doses of Measles, Mumps, and Rubella Vaccine
- Tetanus and Diphtheria booster
- 3 doses of Hepatitis B
- 2 doses of varicella (chickenpox)

It is the responsibility of the parents/guardians to inform the nurse when their child receives these immunizations.

INSURANCE

At the beginning of each school term, all students are given the opportunity to purchase a personal insurance policy at a relatively slight cost. All students are urged to avail themselves of this financial protection. Students who intend to participate in sports are encouraged to subscribe to the insurance program.

INTERSCHOLASTIC ATHLETICS

The Greater Nanticoke Area School District provides a broad offering of competitive athletics. Any boy or girl has an opportunity to participate each season provided he or she is physically fit and is willing to work hard, practice diligently, and follow the rules and regulations of the interscholastic program.

Regulations

Some of the regulations concerning students in the athletic program are:

1. All participants must be covered by insurance. Students are eligible for participation in interscholastic activities only after proof of family health insurance coverage is provided to the school district.
2. Each student must be carefully examined by the school physician and his or her condition must be pronounced satisfactory.
3. A certificate of consent signed by a parent or guardian must be filed with the high school Principal.
4. Any student who has been absent from school 20 days in a semester becomes ineligible to participate until he has attended school for sixty days.
5. A student absent from school for a full day or the afternoon session without proper permission from the Principal will not be allowed to practice or to compete in an athletic contest that day.
6. Students who are sent home ill any time of the school day cannot return for athletic events or practices.
7. All athletes must travel to and from athletic contests with the squad unless permission is granted by the coach to do otherwise.
8. An athlete must maintain a passing grade in four (4) or more full-credit subjects or the equivalent to remain eligible.

The eligibility list will be compiled each week. When a student is declared ineligible, the student may not practice or dress for any games, or participate in any activities or field trips for a period of one week. Teachers will consistently notify students of incomplete work or failing grades. All students declared academically ineligible will remain ineligible for a period of one week beginning on the Monday after notification and continuing until the following Sunday. Students will not regain their eligibility status until the Monday after they are in compliance with eligibility standards.

The Greater Nanticoke Area School District abides by all rules and regulations as set forth by the Pennsylvania Interscholastic Athletic Association, (P.I.A.A.).

LIBRARY

The Greater Nanticoke Area High School Library is a learning laboratory where the use of all resources, print and non-print, is purposeful, planned, and integrated with the teaching and learning program to widen, deepen, intensify, and individualize experiences. The maintenance of the materials collection is a continual process in order to maintain balance, curricular appropriateness, recreational need, and cultural development. The library serves as the yardstick for measuring the educational effectiveness of our academic program at the Greater Nanticoke Area High School. *The library is first and foremost a place of reference for assigned classroom work.*

A student can only gain access to the library with a library pass which must be completed in its entirety by a member of the library staff. *No student will be permitted in the library without a library pass which may be obtained in the morning before the student late bell.*

Misconduct in the library will not be tolerated. This includes improper use of technology equipment as defined by the librarian. A student guilty of misconduct will have his/her library privileges suspended

LOCKERS

Each student is given a locker. They are responsible for keeping their books and other items in their assigned locker only.

Students are **NOT** permitted to go to their lockers between class periods. Students that are late for class for using lockers between classes will be liable to disciplinary action. In emergency situations, at the discretion of the teacher, the student must use a hall pass and carry it with her/him to use their locker. Students are permitted to go to their lockers before homeroom, before and after lunch, and at the end of the day. Students may also use lockers when retrieving or returning gym clothes associated with their scheduled gym class. Loitering near the lockers will not be tolerated as this can only result in being late for class. The locker serves a very distinct function and each student must learn to use it profitably and guard its security. The individual lockers in our school are designed for the storage of books and clothing. In order to insure the utmost privacy and in order that materials left in the lockers may be absolutely safe, lockers must be locked at all times.

It is highly desirable that the security provided is emphasized. Therefore, the following procedures are suggested for general purposes:

- a. Students are encouraged to seek help from personnel assigned to supervise lockers if they experience difficulty with locker combinations.
- b. Students are reminded that combinations must be dialed precisely as given and that the handle must be lifted in order to open the locker door.
- c. Every caution of possible theft concerning use of combinations must be considered by the student. **Do not share your locker combination with anyone.**
- d. Students are responsible for all items that are contained in their lockers.
- e. All locker combinations are changed during the summer months.
- f. Students are not permitted to use padlocks on the lockers.
- g. The school district is not responsible for items lost or stolen from lockers.

School lockers are the property of the school district. The school extends the privilege of locker use to students for legitimate purposes only. School authorities or officials authorized by the principal may search the student's locker without prior warning in seeking contraband or illegal materials. School authorities are charged with the safety of all students under their supervision because of the doctrine "in loco parentis." Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

LOST AND FOUND

Inquiries concerning lost and found items may be made in the principal's office or the office of the director of buildings and grounds.

METAL DETECTOR USAGE

Random Screenings – Random metal detector screenings are an effective and necessary means of detecting and deterring the possession of weapons, and preventing its consequences, principally,

student violence, from occurring on school premises. **Random Screenings** are screenings that are not conducted on a regularly scheduled basis and are not necessitated by particularized safety concerns or special events. The Superintendent or his/her designee, the building administrator or school security may authorize metal detector screenings on randomly chosen days during a specified period of the day using school personnel and, if available, the school police officer assigned to the school and/or roving units to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands), or using a task force comprised of school personnel or safety and security personnel.

As needed screenings- The Superintendent or his/her designee, the security supervisor or the building administrator may authorize metal detector screenings on days chosen to address particular safety concerns such as recent violence in the neighborhood or on days on which special events such as athletic competitions or dignitary visits are held, using school personnel and, if available, a school police officer assigned to the school, to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands), or using a task force comprised of school personnel and/or safety and security personnel.

Daily screenings- the Superintendent or his/her designee, the school resource officer or the building administrator may authorize daily metal detector screening using school personnel and, if available, a school police officer assigned to the school, to operate the metal detectors available to their school (any combination of walk-through units and /or handheld wands) when the Superintendent or designee, the building principal or security supervisor determines that the school requires such daily screenings.

MILITARY RECRUITMENT

Parents who do not want student's directory information released to military recruiters must submit a letter to guidance office with their request.

PASSES

Students will be issued a student hall pass each marking period that is required to leave their classroom. These passes allow for students to leave class up to 50 times in a marking period. Once all spaces on these passes have been used or a student has lost their student hall pass, they will not be allowed to leave the classroom. Replacement passes or additional student hall passes may be issued at the discretion of school administration. Extra passes will incur a cost of 50¢ each.

Students will provide the pass to their teacher for permission to leave the classroom and must be filled out upon departure and return to class. Student hall passes are to be visible at all times when moving throughout the school and must be provided to school staff upon request. Students are only allowed to use their hall pass to go to the specified destination. Unauthorized stops will lead to disciplinary action.

Office passes, are to be issued to students that are called down to the office or guidance.

Students that are summoned to the office should not have an entry posted to their student hall pass. The school office will issue a special pass on return to class.

Only one male student and one female student should be out of a class or study hall at any one time.

Students are **NOT** allowed in the faculty lounges, faculty copier room, or faculty lavatories at any time. Passes cannot be issued to these locations.

PHYSICAL EDUCATION

Students must wear physical education attire as required by their physical education teachers. This attire is to be worn in physical education areas only.

Do not place valuables in the physical education locker rooms.

All medical notes for physical education **MUST** be presented *at the beginning of the marking period* (except in emergency cases) for consideration and approval.

PROGRESS REPORTS

Mid quarter progress reports are posted on Skyward to the parents of students . Parents should discuss the report with the student each time the reports are issued.

If a teacher conference is desired, parents are requested to call the guidance office for an appointment at (570) 735-7755.

REPORT CARDS

Report cards are posted to skyward at intervals of nine (9) weeks during the school year.

Report cards indicate the progress and achievement of the student in school. Parents should discuss the report with the student each time the reports are issued.

Parents should contact the High School Main office to request Skyward access or paper copy of report card.

Parents should also note the number of days absent and the comments listed on the report. If a teacher conference is desired, parents are requested to call the guidance office for an appointment, (570) 735-7755 or contact the teacher directly using the Skyward communications system.

RESTRICTED MOVEMENT

Students who are chronically late, who cut class, or are in unauthorized areas of the building may be placed on restricted movement. This is especially true for students who leave the cafeteria

area and wander into unauthorized areas of the school (classroom, hallways, locker rooms, teacher rooms, gym, etc.). Students whose name appears on this list are restricted to classrooms and are not permitted to leave with a student hall pass except in cases of extreme emergency. In such an instance, the office is to be notified immediately and an escort will be arranged for the student. Students who are on restricted hall movement must carry a restricted hall movement pass at all times. The principals' office will issue the restricted hall movement pass to the student.

SCHOOL CITIZENSHIP

It is important that students realize that every regulation regarding student behavior is for their benefit and protection. When disciplinary action is warranted, it will be administered impartially and objectively by the principal or his designee. **All students will be treated with respect by all school personnel. Students in turn must do the same.**

SCHOOL PROPERTY

School property shall include not only the actual buildings, facilities, and grounds on the school campus, but also school buses, school parking areas and any facility being used for a school function.

SECURITY

The health and welfare of students is of prime concern. Following student arrival, all doors will be locked. Video monitoring is located at the main entrance of the building. The main entrance is the only entrance that is to be used after 7:55 am. All visitors are to report to the Principal's Office.

SKYWARD FAMILY & STUDENT ACCESS

The Greater Nanticoke Area School District utilizes the Skyward Educational management System to track student attendance, grades, discipline, and other educationally relevant information. Parents and/or students have the opportunity to access this information by obtaining an account. Parents requesting an account for the first time or having difficulties with their account should contact the high school office for assistance (570) 735-7781. A link to the Skyward Family Access page is posted on the School District and High School websites.

STUDENT ASSISTANCE PROGRAM

The Pennsylvania Department of Education developed and mandates a Student Assistance program (SAP) for all schools to assist students and their families with behavioral concerns. The high school SAP team consists of specially trained teachers, guidance counselors, administrators, and service agency liaisons to identify and intervene with student behaviors that are placing them at risk. These may include academic and attendance concerns as well as social, emotional, and substance abuse issues.

Referrals for student evaluation can be made by students, parents, teachers, and coaches by obtaining the proper paperwork from the Guidance Office. Confidentiality is maintained by the team at all times.

STUDENT PARKING

All students must register their vehicles in the principal's office. They must observe all rules on the parking permit registration form and the permit must be visible on the rear window, passenger side of the vehicle.

Student parking is at the back of the building below the gate area. Dual enrollment students park in the parking lot by the playground. Student parking in an unauthorized area will result in the vehicle being ticketed and/or towed away by the city towing contractor, without further notice, at the expense of the student.

NON-REGISTERED VEHICLES WILL BE TOWED AT THE EXPENSE OF THE OWNER.

Student parking on school grounds is a privilege and not a right. Failure to follow the school regulations will result in the loss of this privilege.

SUMMER CREDIT RECOVERY PROGRAM

The Summer Credit Recovery Program provides an opportunity to earn credit for courses failed during the regular school year so students have a chance to graduate on time with their grade level peers. Instruction is generally provided in the four core subject areas (Social Studies, Mathematics, English, and Science). The Summer Credit Recovery Program grades are averaged with the regular school year marks to determine whether credit is earned. Therefore, eligible registrants should only include students who can mathematically earn the grade necessary to attain credit. High school students, including seniors who cannot earn the minimum passing grade, will need to consult with their guidance counselor for other approved options outside of the District. The Board approves the cost of Summer Credit Recovery Program courses on an annual basis.

TELEPHONES

Students may come to the Principal's Office to use the telephone to contact their parents in an emergency situation.

While we realize many students have cell phones - their usage is prohibited during school hours. All cell phones **MUST BE TURNED**

OFF DURING THE SCHOOL DAY. If a cell phone is visible to school personnel, it will be confiscated.

TEXTBOOKS

1. Students are responsible for books assigned to them for the current school year.
2. Every book will be numbered and issued by the subject teacher.
3. All books regardless of condition must be covered by the student.
4. Books must be returned at the end of the school year in the same condition as received. **Books and materials must be handed in before the student takes the final examination of each course.**
5. Books lost or damaged must be paid for in full before a student receives credit for the year's work. This also applies to library books.
6. Students must return exactly the same books which were assigned to them. Unnumbered books will not be accepted.

VANDALISM

Students found guilty of deliberately defacing school property must pay for the damage incurred and/or face suspension from school. Section 177 of the Pennsylvania School Code explicitly states that a person found guilty of defacing school property is liable to a fine.

VISITORS

All visitors are required to register at the Security Office. Parents are encouraged to meet with teachers and administrators and should call to arrange a time that is mutually agreeable. Visitors who fail to register at the security office or follow school policy will be required to leave school property or be guilty of **ILLEGAL TRESPASS**. ***Parents are required to be escorted once they have obtained a visitor pass from the security office.***

WELLNESS POLICY

The Greater Nanticoke Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

- Each building principal or designee shall report to the Superintendent regarding compliance in his/her school.
- Staff members responsible for programs related to school wellness shall report to the Superintendent regarding the status of such programs.

The Superintendent shall annually report to the Board on the districts compliance with law and policies related to students wellness. The report may include:

- Assessment of school environment regarding student wellness issues.
- Evaluation of food services program.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.

- Recommendations for policy and/or program revisions.
- Suggestions for improvement in specific areas.

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law and shall be provided annually by the superintendent.

Wellness Committee

The Board shall support a Wellness Committee comprised of at least one (1) of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public. The committee may also contain:

- teachers
- school nurse
- coaches
- health professionals
- representative of local or county agencies
- representative of community organizations

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.

- The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about school health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.
- The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Nutrition Education

- The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education will be provided within the sequential, comprehensive health education program in accordance with the State Board of Education curriculum regulations and the academic

standards for Health, Safety, and Physical Education, and Family and Consumer Sciences.

- Nutrition education lessons and activities shall be age-appropriate.
- Nutrition education shall be integrated into other subjects to complement but not replace academic standards bases on nutrition education.
- Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeteria, homes, community, and media.

Physical Activity

- District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
- District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.
- Age appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intermural and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
- Extended periods of student inactivity, two (2) hours or more, shall be discouraged.
- Physical activity breaks shall be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- Physical activity shall not be used as a form of punishment.

Physical Education

- Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health enhancing physical activity.
- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

- A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Physical education shall be taught by certified health and physical education teachers.
- Appropriate professional development shall be provided for physical education staff.
- Physical activity shall not be used as a form of punishment.

Other School Board Activities

- District schools shall provide adequate space for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
- Meals provided shall be scheduled at appropriate hours.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Access to the food service operation shall be limited to authorized staff.
- Food shall not be used in the schools as a reward or punishment.
- The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.
- Goals of the Student Wellness Policy shall be considered in planning all school based activities.
- Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
- Administrators, teachers, food service personnel, students, parents/ guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.
- The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
- Excludes modifications included in Individualized Education Plans (IEP) or Behavior Intervention Plans (BIP).

Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Food provided throughout the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages, vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

- All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a ONE (1) year plan.

Safe Routes to School

The district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.

WITHDRAWAL

A student may withdraw from the active rolls of the Greater Nanticoke Area High School only with the principal's permission. A withdrawal form must be completed and all textbooks/educational materials must be returned in good condition before the student is officially removed from the school membership roll. **If all accounts are not clear, students who transfer to another school will be unable to get a transcript of their credits from the Greater Nanticoke Area High School.**

DISCIPLINE POLICY

Philosophy

Discipline is the training that corrects, molds, or perfects the mental faculties or moral character. Its aim is to rehabilitate the student. Discipline should be used to modify behavior, establish and maintain respect for duly constituted authority, promote human growth, and develop ideals, interests, and habits leading to self-government and good citizenship. As much as possible, disciplinary measures should not be designed to result in scholastic failure. Procedures including personal counseling should be utilized; and when these have failed to rehabilitate the student, other alternatives should be instituted. Expulsion would be instituted in rare cases involving serious disciplinary infractions which are detrimental to the individual or to the health, safety, morals, or welfare of others.

Suspensions will be as short in duration as is possible to achieve a resolution of the problem.

Expulsion is an action taken only by the Board of Education in appropriate circumstances.

Guidelines on Discipline

Discipline in school is essential to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others. Ideal discipline is self-directed and self-controlled; however, when self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.

All members of the educational community share the responsibility for good discipline in our schools.

Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others.

More specifically, **parents have the responsibility** to:

- Send the child to school as required by state laws.

- Make sure that the child's attendance at school is regular and punctual and that all absences are properly excused.
- Be sure the child is free of communicable disease and is in as good health as possible in order to ensure effective classroom performance.
- Guide the child from the earliest years to develop socially acceptable behavior, to exercise self-control and to be accountable for his or her actions.
- Teach the child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
- Know the rules of the school and the consequences for violation of the rules.
- Help the child to develop an interest in learning and exploring a variety of fields of knowledge.
- Become acquainted with the school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

Students also share the responsibility for good discipline in schools. Associated with the right to a free public education, students also have the responsibility to:

- Attend school regularly and punctually.
 - Take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work.
 - Assist faculty and administrators in developing a climate in school that is conducive to wholesome learning and living.
 - Know and respect the rights of teachers, administrators, and other students.
 - Express ideas and opinions in a respectful manner so as not to offend or slander others.
 - Support and participate in school activities.
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 - Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
-
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
 - Assume that, until a rule is waived, altered, or repealed, it is in full effect.
 - Be aware of and comply with state and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Make all necessary arrangements for making up work when absent from school.

- Avoid inaccuracies and indecent or obscene language in student newspapers and publications.
- Strive for mutually respectful relationships with teachers, administrators, and peers.

Corporal Punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

DRUG AND ALCOHOL POLICY

Definition of Terms

Drugs - shall include alcohol or any malt beverage inclusive of wine coolers; designer drug(s), any over-the-counter drug not authorized by parent or school nurse, anabolic steroids; any drug from any of the four (4) classes of drugs - hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc., any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrate, tobacco and tobacco products such as cigarettes, chew/snuff, etc.

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

Examples of drugs covered under this policy:

Inhalants: Nitrous Oxide (Laughing Gas, Whippets, CO2 Cartridge); Amyl Nitrate (Locker Room, Rash, Poppers, Snappers); Butyl Nitrate (Bullet, Climax); Chlorohydrocarbons (aerosol paint cans, cleaning fluid); Hydrocarbons (aerosol propellants, gasoline, glue)

Stimulants: Cocaine, Crack Cocaine, Amphetamines (capsules, pills, tablets); Methamphetamines; Additional Stimulants (Preludin, Didrex, Tenuate, etc.)

Depressants: Barbiturates, Tranquilizers, Alcohol

Hallucinogens: Marijuana, PCP, LSD, Mescaline, Peyote, Psilocybin

Narcotics: Heroin, Methadone, Codeine, Morphine, Meperidine, Opium, Other Narcotics (Percodan, Darvon, Percocet, Talwin, Lomotil, Fentanyl)

DISTRIBUTION - to deliver, sell, pass, share, or give away any drug and/or alcohol, as defined by this policy, from one student to another.

POSSESSION - possesses or holds or has within control any alcohol or drug defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, student possessions, desks, student automobiles are in direct violation of this drug policy and will be charged with possession.

DRUG PARAPHERNALIA - any equipment, products, and materials of any kind which are used, intended for use, or designated for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body of a controlled substance in violation of the Controlled Substance Act. Drug Paraphernalia items include but are not limited to: Roach Clips, Rolling Papers, Amyl Nitrate (Rush, Locker Room, Jock), Butyl Nitrate (Bullet, Toilet Water), Hypodermic Syringes, Cocaine Spoons, Water Pipes, Marijuana Pipes, Crack Pipes, Drug Conversion Kits, Medicine Dropper, and Razor Blade.

SCHOOL JURISDICTION - the school property, its surroundings, and all school-related events, such as proms, class trips, football games, etc.

The following guidelines will be followed by all professional employees of the district in any incident where the possession, use or consumption is suspected:

1. Refer the student to the school nurse or principal.

2. The school nurse shall notify the school principal if she has reason to believe that the student is under the influence of drugs and/or alcohol.
3. The principal shall notify in the following order:
 - a. Parents or guardians, requesting their immediate presence in the school
 - b. Local juvenile officers or state police
 - c. Supervisor of Pupil Services or guidance counselor
 - d. If the condition of the student is considered serious enough (loss of consciousness, etc.), an ambulance must be summoned to transport the student to the hospital.
4. The student will be remanded to the custody of his parents and excluded from school pending a parental conference.

Following this conference the procedure includes the following items:

- a. In order to be readmitted to school, the student and parent must provide a doctor's verification that the student is physically able to attend and a medical explanation for the cause of concern is required.
 - b. Parents will be required to seek help for the student through the available social service agencies.
 - c. Parents must have verification that the student is receiving drug and alcohol assistance.
 - d. The student will be referred to the Nanticoke Area Student Assistance Team.*
5. Anyone caught distributing or selling drugs or encouraging drug usage in a drug free school zone will be referred to local authorities for a disciplinary response under Pennsylvania Act. 31.

* These items must be completed during the maximum ten (10) school day suspension period. If such an incident occurs a second time, an automatic full suspension of ten (10) school days will take place followed by a hearing before the Board of Education as indicated in Level IV of the Student Misconduct/Disciplinary Response Structure Guidelines.

SCHOOL SEARCH & SEIZURE POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present. If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon prior approval of the principal or one of his superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

2. **Locker Searches**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

3. **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized

materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

4. **Use of Canines**

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

5. **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

6. **Possession of Weapon on School Property**

(a) Definition - Notwithstanding the definition of "weapon" in section 907, according to the PA Crimes Code (relating to possessing instruments of crime), "weapon" for purpose of this section shall include, but not limited to any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

(b) Offense Defined - A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

(c) Defense - It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course and is possessed for other lawful purpose.

7. **Use of Surveillance Cameras on School Buses and/or School Buildings and Grounds**

The installation of surveillance cameras on school buses and within school buildings or on school property has been approved in order to monitor and record student behavior. Appropriate school

district or bus company officials will review video tapes when they receive reports of questionable behavior or actions that endanger the safety of passengers or non-passengers and persons within school buildings or on school grounds. Behavior that relates to vandalism or destruction of private or school property would also warrant use of the video recordings. If the recorded information demonstrates that serious misbehavior has occurred, officials will institute appropriate disciplinary action as stated in the Student Misconduct/Disciplinary Response Structure Guidelines. Evidence collected with these cameras can and will be used to prosecute individuals guilty of improper behavior.

SPECIAL EDUCATION PROGRAMS AND SERVICES

In accordance with State and Federal Law, the Greater Nanticoke Area provides supports and services for students who qualify for and are in need of special education services.

The Greater Nanticoke Area School District provides the following special education services through the district and contracted services for exceptional/eligible students: speech and language support, occupational therapy, physical therapy, psychological counseling, gifted support, learning support, emotional support, autistic support, and life skills. These services will be provided to eligible/exceptional children who are identified through a Multi-Disciplinary Evaluation (MDE). A referral for an MDE can be made by the Child Study Team, parent/guardian, teachers, or guidance counselors. If found eligible and in need of special education services, the student will be provided with an Individualized Education Plan (IEP) and a meeting will be held with the parents and appropriate school personnel.

In cooperation with the Luzerne Intermediate Unit 18, the Greater Nanticoke Area School District provides the following services: deaf or hearing-impaired support, blind or visually impaired support, and multiple disabilities support.

For more information on Special Education Services please visit our website. **To contact the Directors of Student**

SUSPENSION & EXPULSION POLICY

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper considerations for the rights of other people.

With an understanding of the purposes of discipline in a school, the students may help form a correct attitude toward it and not only do their part making their school an effective place of learning, but develop the habits of self-restraint which will make them better persons.

Purposes

1. To encourage all students to act in a socially acceptable manner.
2. To discourage actions which interfere with classroom control, the educational process, or the orderly operation of the school.

Suspension from school may be affected by temporary suspension or full suspension. Expulsion is the last alternative, inasmuch as it results in the child's permanent removal from school.

Upon return from any suspension from school, a parent/guardian may be asked to accompany the student back to school. If a parent/guardian does not accompany him/ her, that student will not be admitted to school and will be considered truant. The Greater Nanticoke Area School District will not accept responsibility for said truant student. If feasible, the student will be placed on in-school suspension until a parent/guardian visit is completed.

1. **Temporary Suspension** shall mean exclusion from school for an offense for a period of up to three days, by the principal, without a hearing, in accordance with the policies of the Board of Education.

2. **Full Suspension** shall mean exclusion from school for an offense for a period of up to ten (10) school days. An informal hearing before the principal is offered to the student and the student's parents, in accordance with policies established by the Board of Education.
3. **Expulsion** shall mean exclusion from school for an offense for a period exceeding ten school days and may result in permanent expulsion from the school rolls. The student will be afforded a formal hearing in a manner designated by the Board of Education.

No student may receive a temporary suspension unless the student and parent or guardian have been informed of the reasons for the suspension and have been given an opportunity to respond before the suspension becomes effective.

The parents and the Superintendent of the District shall be notified immediately when a student is suspended.

The parents shall be notified by phone and in writing when the student is suspended. Parents who are not available by phone and who do not contact the school upon receipt of the written communication, must bring the suspended child back to school upon completion of the suspension.

The maximum period a student may be suspended for an offense shall not exceed ten (10) school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten (10) school days limitation is not exceeded. Temporary or full suspensions may not be accumulated or made to run consecutively beyond this ten (10) day limitation.

All full suspensions require a prior informal hearing. All expulsions require a prior formal hearing.

The guidance counselor and other appropriate personnel shall see all students who are suspended the second time. Guidance contact shall be recorded in the counselor's log.

Students may not attend or participate in extra-curricular activities while under suspension for a 24-hour period from the time of the suspension.

Any student suspended three (3) times will lose privileges to attend school dances including the prom, and will not be allowed to participate in any school sports or other

school sponsored activities. The length of these consequences is at the discretion of the administration.

Any student suspended five (5) times during their senior year will not be permitted to participate in commencement.

STUDENT DETENTION HALL POLICY

The administrator in charge of discipline may, if necessary, detain a student for disciplinary reasons after school hours.

The following should be observed when detaining a student:

1. Students are to be given up to forty-eight (48) hours' notice concerning detention to arrange for transportation.
2. If the disciplinarian feels that one period is not sufficient, then another period of detention can be assigned to the student.
3. Students are never to be left alone during their detention. They must always be supervised by the detention hall teacher.
4. **Each student assigned to detention hall will report with textbooks of the major disciplines. The student must have evidence of a completed assignment at the end of the detention hall.**
5. Occasionally a pupil requests to be excused from his/her detention for that particular day. Sometimes, due to family situations and emergencies it is best that the student's request be honored. However, it is suggested that the disciplinarian call the pupil's parents if in doubt. ***Outside job-related responsibilities are not a reason for excusal from detention.***
6. 3 Unexcused absences from detention will result in one day of in school suspension. Each unexcused absence will be rescheduled only twice, at which time the student will have accumulated three illegal absences.

7. Students cannot change the assigned detention on the day it is scheduled. Teachers will assign the detention far enough in advance (at least forty-eight hours) that there will be plenty of time to change their schedules.

8. Student cannot change their detention due to extracurricular activities. This means detentions will not be spread out to allow students to attend practices or games. If a student skips their detention and attends the extracurricular activity further discipline will be taken which could include suspension of the extracurricular activity.

DETENTION RULES

Times for detention sessions:

P.M. - 2:00 - 3:00

Lunch

The amount of time you are late or are out of the room (going to the bathroom, etc.) must be made up before you leave.

- Students who are not in the assigned room by 2:00 will be counted as skipping detention.
- Students must bring a book/school work to detention.
- No talking.
- No drinks.
- No headphones.
- No cell phones.
- Only students who are scheduled to have detention are allowed in the room.
- If a student does not follow these rules he/she will be assigned another detention or a suspension.
- Failure to attend your assigned detention may result in a suspension, and/or truancy fine.
- Detentions will not be rescheduled because of school related obligations (examples - sport/band practice, club meetings, etc.), or not having a ride home. (There is enough time between notification of a detention and the scheduled date to arrange a ride home).
- Detentions may be rescheduled for the following reasons: Dr. Appointments, etc.

ALL EXCUSES WILL BE VERIFIED!

STUDENT MISCONDUCT & DISCIPLINARY RESPONSE STRUCTURE

INTRODUCTION

The following levels of misconduct have been established as a guide to determine suitable consequences for inappropriate behavior. Each situation is assessed and evaluated on an individual basis that falls within the parameters of the discipline policy. All students will be treated fairly and justly.

Level I

Infraction: Acts that constitute a violation of the established school policy as stated in the Student Handbook
Tardiness
Classroom disruption or school disturbance
Degrading or abusive language
Intent to deceive
Late to class
Inappropriate physical contact

Disciplinary Response:
1 day detention

Infraction: Violation of the Driving Policy
Disciplinary Response:
1 day detention and loss of driving privileges

The third violation of Level I offenses will automatically transfer the student to the Level II punishment.

Level II

Infraction: Degrading remarks related to gender, race, religion, sex, or ethnicity
Forging excuses or passes
Profane or obscene language, materials, or gestures
Truancy - Leaving the building without permission
Cutting class
Unsafe act which threatens safety and welfare of others
Threats to other students
Tardiness (after 5 days)
Misconduct in school cafeteria
Defiant trespass
Disrespect to teacher, hall monitor and all other school personnel
Cell phone or electric device to film or take pictures of a physical or minor altercation, inappropriate school behavior, or any level of a discipline infraction, and sharing it by any means

Disciplinary Response:

1 day suspension or 3 consecutive detentions

Infraction: Minor physical altercations involving students

Disciplinary Response:

1-3 days out of school suspension

Infraction: Smoking and/or use and possession of tobacco products (Act 145 of 1996) and items associated with smoking, such as lighters, matches, e-cigs & vape devices

Disciplinary Response:

1 to 3 days suspension and/or referral to local magistrate

The second violation of Level II offenses will automatically transfer the student to the Level III punishment.

Level III

Infraction: Verbal/written threats, aggression or insubordination toward school district personnel
Failure to report to the office upon request
Failure to provide identification upon request

Distribution of explicit materials cell phone or electric device to film a physical or minor altercation, inappropriate school behavior, or any level of a discipline infraction, and sharing it to social media and/or electrically

Disciplinary Response:

1-5 days suspension and/or notification of local police authorities and written/oral apology. A conference with parents will be held.

Infraction: Theft by unlawful taking
Criminal mischief, vandalism
Throwing objects in school cafeteria

Disciplinary Response:

3-5 days out-of-school suspension and restitution. A conference with parents will be held and if restitution is not made, juvenile authorities or police will be notified.

Infraction: Extortion
Physical violence between students

Disciplinary Response:

3-5 days out-of-school suspension and/or notification of local police authorities

*The second violation of Level III offenses may transfer the student to the Level IV punishment. A parent conference with the teacher/administrator/student must be held.**

Level IV

Infraction: Arson
Bomb Threats
Possession/use/transfer of dangerous weapons
Sex Offenses
Physical violence against school district personnel
Possession/use/transfer of drugs and or/drug paraphernalia and/or alcohol**

Aiding or risking a catastrophe

Disciplinary Response:

Out-of-school suspension: 6 days (minimum) - 10 days (maximum) and/or notification to civil authorities and/or recommendation to the Board of Education for expulsion.

The School Board approved Discipline Policy will be presented and explained thoroughly to the student body at the beginning of each school year by the proper administrative authority. A copy of this Discipline Policy will be made accessible to all parties concerned.

It must be agreed to that the School Board, Administration, Teachers, and others Involved follow the prescribed guidelines of this policy.

Consistency is the key factor. It must be adhered to by all involved. Serious violations of established policy on a lower level may require a higher level disciplinary response, however, a higher level disciplinary response cannot be used for a minor infraction. In doing so, we will have an effective policy which will be beneficial to the Greater Nanticoke Area School District.

The provisions of this policy apply to all students except to the extent that a provision is inconsistent with either 22 PA Code Chapter 14 or 342. The provisions of those chapters of the Pennsylvania State Law take precedence over District Policy in those cases where policy and the Code contain inconsistent provisions.

One of the sanctions for misbehavior is withdrawal of permission to participate in field trips. The student will remain in the care and custody of the parent(s)/school that day. Another sanction of misbehavior is the exclusion from attendance and/or participation in special programs.

* Any student in a position of Level IV Disciplinary Response will not be allowed to participate in any grade level extra-curricular project or activity.

** All disciplinary actions involving drugs and/or alcohol will follow the Drug and Alcohol Policy Guidelines.

CRIMINAL CODE DISORDERLY CONDUCT

1. The purpose of this alternative administrative action is to insure a safe, orderly, and healthy educational environment.
2. The definition for disorderly conduct as found in Criminal Code Title 18, Section 5503, will be used by administrative staff.
3. In order to provide a safe, orderly, and healthy environment the Greater Nanticoke Area School District prohibits disorderly conduct in areas defined in Section 5503 in school buildings, on school grounds, on school buses, and in any classroom, hallway or instructional area. The prior will also apply to students in school buildings when they are in use for public assemblies, parent/teacher conferences, adult education classes, auditorium, gymnasium, or other rooms in use for student presentations, athletics, etc.
4. The administration may file disorderly conduct charges, a summary offense through magisterial court of not more than three hundred dollars (\$300.00). These charges are in addition to other alternative actions as defined in this policy. The school police officer will issue the citation at the time of the offense.
5. Section 5503. Disorderly Conduct (1972, Dec. 6, P.L. 1482, No 334, 1, effective June 6, 1973).
 - a. **Offense Defined.** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk therefore, he:
 - (1) engages in fighting or threatening, or in violent or tumultuous behavior;
 - (2) makes unreasonable noise;
 - (3) uses obscene language, or makes an obscene gesture; or
 - (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

- b. **Grading.** An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if he persists in disorderly conduct after reasonable warning or request to desist. Otherwise disorderly conduct is a summary offense.
 - c. **Definition.** As used in this section the word “public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, any neighborhood, or any premises which are open to the public.
6. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as when necessary to maintain the educational environment. They may be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

2021-2022 Calendar

• 2021 •

September – First Day of School: September 7th

October- No School-Act 80 Day-October 8th

No School-Columbus Day: October 11th

Half Day: October 29th

November – No School-Veterans' Day: November 11th

No School -Parent/Teacher Conferences: November 12th

Half Day: November 24th

No School-Thanksgiving Break November 25th- November 29th

December – Half Day: December 23rd

No School-Winter Break: December 24th– December 29th

• 2022 •

January – No School-Winter Break: January 1st & 2nd

First day back after winter break: January 3rd

No School- Martin Luther King's Birthday: January 17th

February –No School-Presidents' Day: February 21st

April – No School: Spring Break- April 14th -18th

May –No School- Act 80 Day: May 6th

No School- Memorial Day: May 30th

June – Last Day of School/Graduation: June 9th

	Activity	½ Day	2 Hr. Delay
AM Technical Homeroom	7:05	7:05	9:05
Lockers	7:05 – 7:10	7:05 – 7:10	9:05 – 9:10
Homeroom	7:10 – 7:25	7:10 – 7:35	9:10 – 9:25
Activity	7:25 – 7:55	xxxxxxx	xxxxxxx
Period 1	7:57 – 8:39	7:28 – 7:53	9:25 – 9:56
Period 2	8:41 – 9:23	7:55 – 8:20	9:58 – 10:29
Period 3	9:26 – 10:08	8:22 – 8:47	10:32 – 11:03
Period 4	10:11 – 10:54	8:50 – 9:16	11:05 – 11:36
5A Lunch (11 th &12 th)	10:59 -11:29		11:40 – 12:10
PM Career Technical Dismissal	10:52		10:52
Period 5A (9 th & 10 th)	10:57 – 11:40	Period 5 9:18 – 9:53	11:39 – 12:09
5B Lunch	11:44 – 12:14		12:12 – 12:42
Period 5B/5C	11:31 – 12:14		12:11 – 12:43
Period 6	12:17 – 1:01	9:55 – 10:20	12:45 – 1:15
Period 7	1:04 – 1:50	10:22 – 10:50	1:18 – 1:50
AM CTC- Lunch at CTC			
PM CTC- Lunch CTC			

Regular Daily Schedule	
7:05	AM Career Technical Homeroom
7:05 - 7:10	Lockers
7:10 - 7:32	Homeroom
7:34 - 8:20	Period 1
8:23 - 9:09	Period 2
9:12 - 9:58	Period 3
10:01 - 10:47	Period 4
10:52 – 11:22	5A Lunch (11th & 12th,)
10:52	PM Career Technical Dismissal
10:52 – 11:36	Period 5A (9th and 10th)
11:41 – 12:11	5B Lunch (9th and 10th)
11:26 – 12:12	Period 5B/5C
12:15 – 1:01	Period 6
1:04 – 1:50	Period 7
AM CTC	Lunch at CTC
PM CTC	Lunch at CTC