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## **INTRODUCTION**

*Dear Parents:*

*This handbook was compiled to provide you with easy access to information concerning our elementary schools. We, as elementary principals, believe that communicating with parents is one of our most important responsibilities. We encourage you to become familiar with the handbook and to keep it for future reference.*

*We strive to make our elementary schools places where children can grow and develop into people who will be knowledgeable, happy, and productive in our society. This goal can only be realized if parents, teachers, and administrators work together for the benefit of our children.*

*We wish both you and your child a successful school year.*

*Sincerely,*

*Valerie Bartle, Principal, Kennedy Early Childhood Center*

*Jessica Fletcher, Principal, Elementary Center*

## **OBJECTIVES**

- To provide a varied curriculum which presents many opportunities for success to all students.
- To provide the opportunity to achieve proficiency in all subject areas.
- To create an atmosphere that fosters positive self-esteem, develops personal responsibility, and encourages respect for themselves, as well as others.
- To instill in our students the values of truth, honesty, and ethical behavior.
- To develop an appreciation of rules and an understanding of why they must be followed.
- To provide for our students the opportunity to gain knowledge of the physical body and those elements necessary for its health, safety, and well-being.
- To nurture attitudes, ideas, and behaviors, which are acceptable to society.
- To provide a wide range of cultural and social enrichment experiences for all students.

## **MISSION STATEMENT**

The Greater Nanticoke Area School District, 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 and rigorous curriculum that will inspire each student to become a lifelong learner in a global community.

## **PHILOSOPHY**

Our goal, as educators, is to provide a multi-faceted environment that will nurture the development of the students in our charge. This environment addresses the intellectual, as well as emotional, moral, physical, and social well-being of our students. These areas are emphasized as we are preparing our students for lifelong independent learning and the roles they will play in the future of the community, the state, the nation, and the world. Therefore, the Board of Education, Administration, Professional Staff, Support Staff, Community Leaders, and Parents of the Greater Nanticoke Area must ensure this environment is maintained and expanded, so as to educate our students via their preferred learning channel. This environment will prepare our young people for the roles they will assume in becoming productive, caring members of society.

## **BOARD OF EDUCATION**

Anthony Prushinski, President  
Ken James, Vice-President  
Frank Shepanski, Jr., Treasurer  
Megan Tennesen, Secretary  
Mark Cardone  
David Hornlein  
Wendy Wiaterowski Graves  
Mark O'Connor  
Len Olzinski  
Attorney Vito DeLuca, Solicitor

## **ADMINISTRATION**

Dr. Ronald Grevera, Superintendent  
Albert B Melone Company, Business Consultants  
Valerie Bartle, Kennedy Early Childhood Center Principal  
Jessica Fletcher, Elementary Center Principal  
Ron Bruza, Educational Center Principal  
Amy Scibek, High School Principal  
Brandon Collins, High School Vice Principal

## **HANDBOOK AGREEMENT FORM**

Students will be provided with a handbook agreement form on the first day of school. Parents and students must read the handbook together and return the completed form to school. This form indicates that you have received, read, and understand the Greater Nanticoke Area School District Student Handbook.

**AUDIO / VISUAL MONITORING**

The health and welfare of students is of prime concern. Following student arrival, all doors will be locked. The main entrance is the only entrance that is to be used once classes begin. All visitors are to report directly to the Principal's Office.

Protecting the safety of students, staff and visitors on school property and during bus transit is a paramount concern to the Greater Nanticoke Area School District. Safeguarding school property and maintaining student discipline are also very important goals. To this end, the School Board authorizes the use of audio and visual monitoring equipment in school buses, and in public areas on school property (GNASD Policy 816).

**GREATER NANTICOKE AREA SCHOOL DISTRICT**  
**PHOTOS / VIDEOTAPES**

(Form available in the office)

We are proud of the accomplishments of our students. At various times, the Greater Nanticoke Area School district may reproduce, copy, publish, circulate, or otherwise use video or photographs of your child, produced by the school, or on its behalf. If you do NOT want photographs or videotapes of your child used in publications, newspapers, video productions, television, or on the school's website, please complete this form and return it to the school office by **Friday, September 9, 2022**

**VIDEO AND PHOTO REFUSAL**

I do NOT want photographs, videotapes, or otherwise of my child used in publications, video productions, or on the GNA website.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent / Guardian's Signature

\_\_\_\_\_  
Date

## **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:

Dr. Ronald Grevera, Superintendent of Schools  
Or  
Meghan Buckley-McMahon, Director of Special Education

Administrative Complex  
425 Kosciuszko Street • Nanticoke, PA 18634-2690  
Telephone: 570-735-7781 • TDD: 570-735-2770

## **ACCEPTABLE USE POLICY**

Signing for this document constitutes an agreement to comply with the 2021-2022 GNASD Acceptable Use Policy, which can be found at:

[www.gnasd.com/techdept/GNASD\\_AUPrev2.pdf](http://www.gnasd.com/techdept/GNASD_AUPrev2.pdf)

If you do not have Internet access, a hard copy can be obtained at any administrative office.

## **COORDINATED SERVICES**

Megan Buckley-McMahon, Director of Special Education  
Julie Perhacs, Guidance Counselor  
Lydia Brill, School Psychologist  
Beth Kratz, Family Center Director  
Lou Kluck, General Manager, Metz Food Service  
Sue Harvey, Cafeteria Kitchen Manager  
Neal McMahon, Director of Buildings and Grounds  
Janet Yezefski, Transportation Coordinator  
Nina Matzoni, Transportation Assistant  
Ken Bartuska, Athletic Director  
Justin Gabel, Technology Coordinator  
Eric Kubasek, Technology Assistant  
Jonathan Haydock, Technology Assistant  
Susan Walton, Gifted Teacher  
Brandyn Burns, ESL Teacher  
Alyssa Wisnosky, OT/PT

**KENNEDY EARLY CHILDHOOD CENTER**

PHONE (570) 735-7781 option 4

FAX (570) 735-4851

WEBPAGE [www.gnasd.com](http://www.gnasd.com)

Principal.....Valerie Bartle

Pre-Kindergarten .....Pam Steever

Kindergarten.....Sue DeCinti, Tracey Egenski, Kristen Aufiero,  
Jennifer Olzinski, Corey Wojciechowski, Sara Pierontoni,

Grade 1.....Eleanor Anthony, Pam Mulaski, Marcy Huber,  
Rebecca Mendrzycki, Karen Oltra, Tracey View, Carly Grabowski

Grade 2.....Leslie Carey, Kimberly Cooney, Lauren Dembowski,  
LeeAnn Duda, Cody Wittick, Andrew Kaminski

Title I.....Pamela Coleman, Shelby Phillips, Laura Price  
Angela Sager, Linnea Wilczewski

Special Education.....Kristy Guastella, Lisa Litchkofski, Amy Souder, Kim Sambo

Music.....Jennis Bunnell, James Rinnagio

Physical Education.....James Barna, Alicia Kaiser

Speech Therapist.....Alicia Boniewicz

Library.....Donna Redenski (aide)

Nurse.....K'Lah Komoroski

Administrative Assistant.....Marge Womelsdorf

Custodian.....Karl Kivler

Para-Educators..... Cheryl Karpinski, Pamela Aftewicz,Ashley Klugh,  
Donna Meck, Barbara Fletcher, Alicia Simcox, Melissa Noone, Marion Sod

**GNA ELEMENTARY CENTER**

**PHONE (570) 735-7781 option 3**

**FAX (570) 733-1006**

**WEBPAGE [www.gnasd.com](http://www.gnasd.com)**

Principal.....Jessica Fletcher

Grade 3.....Janell Barna, Amy Demillier, Jennifer Duda,  
Jeff Kozlofski, Ami Stelma, Melissa Acosta

Grade 4.....Kristen Cunningham, Jennifer Williams,  
Zachary Pientka, Kelly Wanchisen, Nicole Letteer

Grade 5..... Jennifer Ferro, Heather Kowalski,  
Amanda Lipowski, Karie Lukowski, Mark Matusek, Ed Grant

Title I.....Teresa Polifka, Joan Romanowski, Leah Tarnowski, April Yarem

Special Education.....Beth Muench, Leanne Harvey, Megan Lewis

Library.....Xann Pray, Dena Bobbin (aide)

Music.....Jennis Bunnell, James Rinnagio

Physical Education.....James Barna, Alicia Kaiser

Speech Therapist.....David Baker

Nurse.....Megan Matthews

Administrative Assistant.....Debbie Munson

Custodian.....David Prizniak

Para-Educators.....Renee Amos, Cheryl Labenski, Mary Pliska,  
Joanne Mendrzycki, Diane Nardone



## **ACCIDENTS / STUDENT ACCIDENT INSURANCE**

The safety of our students is foremost. Accidents, however, do occur. Students who are involved in an accident, or become injured, during the school day must inform the teachers as soon as such accident or injury occurs.

Low-cost accidental injury insurance may be purchased through the school district. If you would like to purchase school insurance for your child, please go to the district's website at: [www.gnasd.com](http://www.gnasd.com)

## **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 hour’s 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 have missed class due to unexcused or illegal absences, may potentially be denied the opportunity to make up missed work and will receive a “0” for the class participation for the days which were actually missed by the pupil.

### **B. Excused Absence**

An “excused absence” includes the absence of a student for any of the reasons 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 to the homeroom teacher. 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 time frame, the absence will be recorded as a “legal absence” (the 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. Impassable 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 - 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, counselor’s office, and online. 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 Superintendent. Family trips that are not pre approved 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.
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 send 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.

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 the preceding paragraph 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 (17) 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.

### **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 conjunction with the interventions and supportive actions taken by the school district SAIP team in response to students who have acquired 3 or more 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 issued to 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** — After the First Notice time frame is closed, a Second Notice will be issued for “habitual truancy,” which occurs having 6 or more school days of unexcused absences during the current school year. At this time, parents/guardians will be mandated to participate in the Student Attendance Improvement Plan (SAIP) team. A Truancy Elimination Plan (TEP) will be developed and closely monitored. If the parents/guardians and students are in noncompliance with the TEP, charges will be filed with the local 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 shows 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. The Magistrate may also mandate that the parents/guardians participate in the Parent and Student Success (PASS) program, and/or refer the case to for dependency proceedings.

**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. 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. Late students not only miss valuable class time, but also cause a disruption in the education of the entire class.

Tardiness is a serious offense which will be referred to the magistrate. According to PA Code, late arrivals amounting to 6 hours of missed school time will be equivalent to one illegal absence. 10 total late arrivals will result in a magisterial referral. Participation in the Student Attendance Improvement Program (SAIP) will be mandatory after 5 unexcused late arrivals.

1. Grades K-5 - A student who is tardy to school after the bell rings for homeroom (K-5th 8:30 AM) must report directly to the main office with a parent/guardian and sign-in. A tardy slip will be issued to students.
2. Grades K-5 - Students will be referred to the SAIP team, and parents will be notified when students accumulate five (5) unexcused lates. The SAIP team will arrange for a conference to meet and discuss school concerns regarding attendance.
3. Students are not to be counted tardy whenever a bus arrives late. Excused Tardiness

#### 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.

#### **F. Early Dismissals**

Students who need to leave school early are required to bring a note from a parent or guardian. All notes must be submitted to the student's homeroom teacher the morning of the day requested. The homeroom teacher will notify the main office of the request for early dismissal. No student will be permitted to leave the building without a written request from the parent / guardian. 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 Elementary School Principal
7. Students will not be permitted to leave early between 2:30 PM - 3:00 PM.

#### **G. 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 online 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 the 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 online courses a minimum of 2.5 hours to qualify for participation in extracurricular activities or practices on that day.

#### **H. 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** – 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.
4. **ATTENDANCE FOR STUDENTS ON HOME TUTORING** Compulsory school attendance (truancy) rules apply to students on homebound. Thereby, a student's failure to participate in three (3) hours of homebound instruction without a legitimate excuse for those absences will equate to three (3) days of illegal absence, triggering truancy prosecution.

### **BACKPACK USAGE – ELEMENTARY CENTER GRADES 3-5 ONLY**

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

- Any student in grades 3-12 will be required to use a clear backpack.
- No mesh backpacks are allowed, students are allowed to use clear backpacks only.
- Mesh pockets are allowed on clear backpacks
- Colored backpacks aren't allowed even if they're see-through. Only fully clear backpacks.
- Stripes are not allowed in any location on backpacks.
- Colored straps are allowed on clear backpacks.
- Small Company trademarked logos are allowed on the front of the backpack, however large logos obstructing the view inside the backpack are not allowed.
- Athletic bags and instrument cases will be allowed on campus but must be stored as soon as the student arrives at school. Athletic bags and instrument cases must be placed in the principal's office (athletic bag) or music room (instrument case).
- There are no size specifications for clear backpacks.
- Lunch bags do not need to be clear
- Purses are allowed, but cannot exceed 9 inches x 10 inches x 17 inches
- There is no backpack policy for students in Kindergarten through 2nd grade.

### **BUCKLEY AMENDMENT**

#### **Responsibilities of Educational Institutions**

The Family Educational Rights and Privacy Act of 1974, called the Buckley amendment, provides for cutting off U.S. Office of Education (OE) funding for 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 upon reaching age 18, or attending an institution beyond high school level, called eligible students in the regulations, must be allowed to review their own school or college records, and their parents may no longer do so.



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.

## **BULLYING POLICY**

### **Bullying**

The Greater Naticoke School District will be committed to providing a compassionate, receptive, and non-threatening atmosphere for each and every one of our pupils to learn and succeed. 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 setting 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.

**Bullying** as defined in this policy, includes cyberbullying.

Students are directed to discuss complaints with a teacher or administrator. Students may file an anonymous report online 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.

It is expected that anyone (whether student, educator, family member, or other school party) who witnessed or has knowledge of an incident of bullying report the incident to the appropriate member of administration.

### **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 school should be reported to local authorities.

## **BUS REGULATIONS / CONDUCT**

### **School Bus Discipline Rules**

School Bus Discipline Rules Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. Students who have committed acts of misbehavior are subject to the following penalties.

Each offense shall apply to the appropriate level to determine the consequences (warning, suspensions, or loss of bus privileges). Students may also lose bus privileges for the rest of the school year by accumulating five (5) conduct reports that have been deemed offenses.

Suspensions shall include all a.m. and p.m. bus transportation, including field trips, extracurricular activities, etc. ***Parents/Guardians are responsible for student transportation during the suspension, in order to avoid truancy procedures.***

#### ***Level I Violations –***

1. Rude, discourteous, annoying behavior.
2. Shouting.
3. Littering.
4. Spitting.
5. Tripping/Pushing.
6. Profane language.
7. Eating or drinking.
8. Opening windows against driver's orders.
9. Arms or heads out of windows.
10. Refusing to identify him/herself to the bus driver
11. Intentional boarding on an incorrect bus.

12. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations.

**First Offense:** A warning is given and parents/guardians shall be notified.

**Second Offense:** Suspension of riding privileges for three (3) to five (5) days.

**Third Offense:** Suspension of riding privileges for ten (10) days.

**Fourth Offense:** Suspension of riding privileges for twenty-five & Beyond: (25) days.

### ***Level II Violations –***

1. Harassment/Threats to other students.

2. Disrespect or abusive behavior.

3. Fighting.

4. Physical abuse.

5. Vandalizing the bus.

6. Throwing objects in the bus.

7. Throwing objects out of the windows.

8. Displaying items of an injurious or objectionable nature. Pol. 218, 233

9. Other similar offenses deemed by the appropriate authority to merit the following penalties or other safety violations. Additionally, appropriate charges may be filed and suspensions shall also apply as indicated in the discipline code.

***First Offense:*** Suspension of riding privileges for five (5) days.

***Second Offense:*** Suspension of riding privileges for fifteen (15) days.

***Third Offense:*** Suspension of riding privileges for thirty (30) days.

***Fourth Offense:*** Suspension of riding privileges for remainder of school year.

### ***Level III Violations –***

1. Hitting, pushing or threatening any district vehicle operator, employee and/or contracted personnel.
2. Throwing objects at the driver.
3. Lighting of flammables.
4. Opening the exit doors on the bus, except as authorized in an emergency.
5. Indecent exposure. Pol. 218, 233
6. Other similar offenses of safety violations deemed by the appropriate authority to merit the following penalties. Additionally, appropriate filing of charges and suspensions shall also apply as indicated in the discipline code.

**First Offense:** Immediate suspension of riding privileges for thirty (30) school days and filing of appropriate criminal charges if violations of the PA Crimes Code occur.

**Second Offense:** Immediate suspension of riding privileges for the remainder of the school year, and filing of appropriate criminal charges if violations of the PA Crimes Code occur. Names of students and the nature of the misconduct shall be reported in writing on the proper form by the bus driver.

Acts of misbehavior which occur during the morning trip shall be reported to the Director of Transportation the same day the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip shall be reported the following morning, unless immediate attention to the matter is deemed necessary. Every effort shall be made to affect the disciplinary procedure within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges, unless a second offense under Level III applies or the student is deemed dangerous to other students or the driver.

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. Parents are **NOT PERMITTED** to board a school bus under any circumstance. Any boarding violations could be punishable by law.

*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.*

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's board of directors.

### **BUS TRANSPORTATION TO CHILD DAY CARE CENTERS**

The Greater Nanticoke Area School District will provide transportation to a Child Day Care Center/home for elementary students (K-5) if the following criteria are met:

1. The child care facility/home must be currently on a bus route/stop. If the facility is not on a route/stop, a new route or stop will not be created. Student(s) will be brought to the nearest established stop to the facility.
2. An adult from the child care center or home must accompany and assist the child(ren) to and from the bus. **STUDENTS NOT HAVING A DAYCARE REPRESENTATIVE MEET THEM PROMPTLY AT THE BUS WILL BE RETURNED TO THEIR HOME SCHOOL.** After the second time, the student(s) will be returned to the school, and the parent will receive a Bus Conduct Report from the administration notifying them that the school policy is not being followed. This correspondence will also inform the parent that if this occurs again, it will be the daycare provider or parent's responsibility to transport the student(s) to and from the school for a period of (3) days. If the student(s) are returned to school again, further action will be taken in accordance with the district discipline policy.

3. Child Care Centers are required to submit to the school district transportation office a monthly updated list of students, the school(s) they are attending, and the days they are at the center.

***We strive to provide a safe means of transportation to and from school for your child and need your cooperation in attaining and maintaining this effort.***

### **BUS EVACUATION**

The purpose of school bus evacuation drills is to have the bus driver and each student riding on the bus know exactly what to do in case of an emergency. Evacuation drills are held twice a year: September and March.

### **CAFETERIA**

Cafeteria breakfasts and lunches are served in all schools. Children who carry their lunch may purchase milk.

#### Cafeteria Procedures

1. Students will report directly to the cafeteria for their lunch periods.
  2. Students will form a single file serving line. Students will be allowed through the serving line one time.
  3. Cutting in line during the serving of lunch will not be tolerated!
  4. Students are to sit properly in their seats. No kneeling.
  5. Students should properly discard trash and disposable trays.
  6. All food/beverages must be consumed within the designated eating area. Food/beverages are not permitted to be taken from the cafeteria.
  7. Students are not permitted to leave their designated eating area without permission.
  8. Student conversation is appropriate in the designated eating area. Screaming, yelling, or other loud noises **will not be tolerated.**
  9. Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria monitor. 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.
  10. Students are not permitted to bring glass containers into their designated eating area.
  11. Students who throw food or any object in their designated eating area are subject to disciplinary action according to the discipline policy.
  12. All students must remain seated in the last five minutes of the lunch period. Students are not to stand in or around any doorways during this time.
  13. Students who are bringing a lunch, must have it prepared prior to arriving at school.
- Inappropriate behavior in the cafeteria may result in assigned seating for the disruptive student as designated by the lunch monitor or building administrator.

### **BREAKFAST PROGRAM**

A breakfast program will be available from 8:05 AM to 8:30 AM for those students who wish to participate.

### **PURCHASING PROCEDURES**

Free or reduced priced breakfasts and lunches are available for students who qualify under the federal guidelines. Families must submit an application annually. All information completed by the parents on the free or reduced lunch application will be kept confidential.

If a student who qualifies for free lunch does not want a tray and only wants milk, he/she must purchase the milk.

The Greater Nanticoke Area School District uses a point of sale system in the cafeteria. This system allows your child to pay for his/her meals on a daily, weekly, or monthly basis. Money can be placed on your child's account in any dollar amount at any time.

The system allows your child to charge a small amount in case of forgotten money or lost money. Students will not be allowed to charge more than the price of 3 lunches. Notices will be sent home with your child when the balance on his/her account has become a negative amount. These balances must be paid in full as soon as possible to remain in good standing.

Students must have a positive account balance in order to purchase a second lunch.

Students in grades K-5 are not permitted to purchase items from district vending machines throughout the school day.

### **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, your report card will be held until the balance is paid in full. Note, any remaining balance on your account will carry over to the next school year. Students who accrue a cafeteria balance in excess of \$10.00 will be limited to an alternative meal and will NOT be permitted to select from the menu options.

If you have a negative balance on your account, you will receive a free lunch, if entitled - no extras will be permitted for purchase.

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

### **CELL PHONES**

Elementary students are discouraged from bringing cellphones to school or on the bus. If visible during the school day, cell phones will be confiscated and held in the office until picked up by a parent. If a cell phone is necessary for personal reasons after school hours, it must be turned off and kept in the student's backpack throughout the school day and bus ride **(the District is not responsible for the item/device)**.

Please be advised that the same applies to Smart Watches, as these devices can make phone calls and send messages. Due to ever changing technology, the District has the right to place limits and guidelines to any new devices, as they see fit, throughout the school year.

## **COMMUNICATIONS/SCHOOL MESSENGER**

The district uses an automated phone system to inform parents of school closings, delays, early dismissals and school events. A paper will be sent home at the beginning of the year for parents to list the telephone numbers to be called. Please remember that these calls may be made early in the morning, during the school day, or later in the evening.

## **COMPLAINT PROCEDURE**

Throughout the year, we realize that problems, complaints and disagreements are inevitable. Therefore, we have established a procedure to help parents resolve their problems. Parents should contact the Principal's Office to schedule a meeting with the teacher involved in the situation. Disputes, for the most part, are resolved at this level. Parents who wish to pursue the matter to the next level should contact the principal. Although we cannot promise that you'll be satisfied with the results, we can promise that your problem will be heard, and every attempt will be made to resolve the issue fairly.

## **CUSTODY PAPERS**

If court determined custody is in effect, the principal's office must be given a copy of the custody order. Custody orders on file are to be updated annually and whenever changes occur. This will enable the school to maintain a neutral position and to avoid embarrassment for both parent, child and school district. All custody information will be kept confidential in accordance with Federal Laws.

If a child is a foster child, please notify the office immediately, and provide a copy of the foster papers.

## **DAILY SCHEDULE**

The doors open at 8:05 A.M. Parents who chose to transport their children to school must have the children in school between 8:05 A.M. and 8:30 A.M. Parents must not bring their children to school before 8:05 A.M. Children cannot be supervised properly prior to 8:05 A.M. We urge all parents for their cooperation with this request. No student will be allowed into school before the bell rings at 8:05 A.M. regardless of the weather. If you have been sending your child to school early instead of daycare, your child will be outside until the bell rings at 8:05 A.M.

All bus riders will enter and exit through the Elementary Center doors on Union Street, and all walkers will enter and exit through either the Main door of KECC, or the back door of the Elementary Center, respectively, on Noble Street. If you are transporting your child in your own vehicle, please use the Church Street entrance.

Students will be provided with a 25 minute breakfast period and a 30 minute lunch each day. Students will also receive a scheduled enrichment period/special class and/or a 30 minute recess. Specific class schedules will be determined by the classroom teacher and be provided to the students and parents on the first day of school.

Dismissal for all students from Kindergarten through Grade 5 will be at 3:00 P.M.

Please dress your child appropriately for the weather.

### **DELIVERY OF ARTICLES TO CHILDREN**

If you must bring money, clothing, books, lunch, etc., to school during the day, please take them to the principal's office. By following this procedure, unnecessary classroom interruptions will be avoided,

## **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 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 to the problem.

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

### **Guidelines in Discipline**

Discipline in school is essential to assume 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 (compulsory education laws apply to **ALL** students under the age of 18).
- Make sure that the child's attendance at school is regular and punctual and that all absences are properly excused (refer to the Attendance section of this handbook).
- Be sure the child is free of communicable diseases and is in 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 and preserving 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.
- 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.
- Refrain from using indecent or obscene language in the school setting.
- 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:
- (i) To quell a disturbance.
  - (ii) To obtain possession of weapons or other dangerous objects.
  - (iii) For the purpose of self-defense.
  - (iv) For the protection of persons or property.

### **DISCIPLINARY/MISCONDUCT RESPONSE STRUCTURE**

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 (3-5 incidents)

Classroom disruption or school disturbance

Degrading or Abusive language

Defiance

Intent to deceive

Late to class (3+ incidents)

Minor inappropriate physical contact

Technology violation (will also result in loss of technology privilege)

Minor Property Damage / Vandalism

**Disciplinary Response: Grades K-5** (one of the below):

Recess detention

Lunch detention

Removal / Relocation from classroom

1 day after-school detention

*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, gestures, or physical contact  
Physical aggression / Fighting  
Truancy / Cutting class / Leaving the building without permission  
Unsafe act which threatens safety and welfare of others  
Threats to other students  
Tardiness (6+ days)  
Minor theft  
Moderate misconduct in school cafeteria  
Overt defiance  
Blatant refusal to comply reasonable requests by school official  
Disrespect to teacher, hall monitor and all other school personnel

**Disciplinary Response:**

2-3 day after-school detention, 1 day of school suspension (ISS or OSS as per discretion of the building principal)

**Infraction:**

Minor physical altercations involving students

**Disciplinary Response:**

1-3 days of school suspension (ISS or OSS as per discretion of the building principal)

**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 & vapor pens

**Disciplinary Response:**

1 to 3 days out-of-school 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

**Disciplinary Response:** 3-5 days out-of school suspension effective immediately. A conference with parents will be required.

**Infraction:**

Theft by unlawful taking

Criminal mischief, vandalism

Severe misconduct in the cafeteria

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 aggression / Fighting resulting in injury

**Disciplinary Response:** 3-5 days out-of-school suspension, parent conference, 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, parent conference, 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 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.*

**DISORDERLY CONDUCT**

1. The purpose of this alternative administrative action is to ensure 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:

- a. engages in fighting or threatening, or in violent or tumultuous behavior;
- b. makes unreasonable noise;
- c. uses obscene language, or makes an obscene gesture; or
- d. 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 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.

## **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 the parent or school nurse, anabolic steroids, any drug from 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, e-cigarettes/vapor pens, 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 Program (SAP) Team.\*

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.

## **STUDENT DETENTION POLICY**

The administrator or his/her designee 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/parents are to be given up to twenty-four (24) hour notice concerning detention to arrange for transportation.
2. If the disciplinarian feels that one period is not sufficient, then an additional period(s) 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 faculty member assigned to cover detention.
4. Each student assigned to detention will report with educational materials/assignments to be completed independently. 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. Unexcused absence from detention will result in a required parent conference, and the detention will automatically be rescheduled for the next scheduled detention session; **this detention cannot be rescheduled! If the rescheduled detention is missed on an unexcused basis, the student will be assigned to one day of in-school suspension.**
7. Students cannot change the assigned detention on the day it is scheduled. Detention will be assigned far enough in advance (preferably twenty-four hours) that there will be plenty of time to change their schedules.
8. Students 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 from the extracurricular activity.

#### DETENTION RULES:

Times for detention sessions:

Lunch – Corresponds to assigned lunch period

Recess – Corresponds to recess schedule

After School - 3:15 – 4:15 (Tuesdays and Thursdays)

- Students who do not report for detention by the scheduled time 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 the established rules, a second day of detention or in-school suspension will be assigned
- Failure to attend your assigned detention will result in a parent conference and rescheduling of detention or may result in in-school suspension
- 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 medical reasons or emergencies at the discretion of the building principal.

**ALL REQUESTS AND/OR EXCUSES WILL BE VERIFIED!**



## **SUSPENSION AND 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 in 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 out-of-school suspension, a parent/guardian must accompany the student. If a parent/guardian does not accompany him/ her, that student will not be admitted to school and will be considered truant. The Greater Naticoke 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 conducted.

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.

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 extracurricular 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 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.**

### **SUSPENSION POLICY - IN-SCHOOL/TIME OUT**

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension shall be conducted in conformance with the following guidelines:

1. Students will be assigned to in-school suspension according to the disciplinary responses in the school policy.
2. The administration will inform faculty of those students assigned to in-school suspension.
3. The administration will notify the parents or guardian of said student immediately by phone, if possible, and in writing that a student has been assigned to in-school suspension, giving the reason for such assignment, and a conference may be held prior to the student's readmittance to regular class.
4. After the student has been informed of the violation, the in-school suspension will occur as soon as possible.
5. Whenever possible teachers will have 24-hour notice of students who will be on in-school suspension.
  - a. Teachers will provide supplementary classwork for the in-school suspension student.
  - b. Homework assignments will be given to the student at the end of the day. All supplemental assignments will be returned to the regular classroom teacher at that time using the faculty mailbox system.
6. Credit shall be given for all assigned classwork completed during the period of suspension. The student may also make up any test or quiz given during the suspension at the discretion of the teacher. Evaluation of the classwork and test/quiz shall be done by the classroom teacher.
7. Students not completing in-school suspension assignments may be assigned additional time in in-school suspension.

8. 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. The guidance office will request, in writing, a conference with parents of those students assigned in-school suspension for the second time.
9. Students may not attend or participate in extracurricular activities while under in-school suspension for a 24-hour period of time from the time of the infraction.

### **Field Trip/Program Exclusions**

One of the sanctions resulting from the failure of students to comply with behavioral expectations is withdrawal of eligibility to participate in field trips. A student may lose the privilege to participate in a school-sponsored field trip for any one of the following reasons:

- Two (2) or more out-of-school suspensions during the school year or
  - Three (3) or more in-school suspensions during the school year or
  - Four (4) or more after-school detentions during the school year
- Or
- Suspension of bus privileges for four (4) or more days during the school year
- Or
- Any equivalent of above combinations at the discretion of the building principal

On the date of the scheduled field trip, the student may remain at home in the care and custody of the parent or guardian (otherwise, the student will be assigned to an alternative classroom for the school day). The above loss of privileges may also apply to student attendance at, or participation in, school programs and assemblies.

### **DISMISSAL/STUDENT RELEASE**

Student dismissal is 3:00 P.M. All pedestrians will be dismissed from the Noble Street entrance of the Elementary Center, and bus riders will be dismissed from the Union Street entrance.

If, for any reason, a child is not going to ride the bus home at the end of the school day and is being picked up by a parent or another person, a **note (no telephone calls)** informing his/her teacher is required, and photo ID must be provided for students in Kindergarten and 1st Grade.

In the event of an early dismissal at the parent's request, whoever is picking the child up must come to the office in order for the child to be released and show a photo ID.

***Parents are prohibited to pick up children in the main office, between 2:30-3:15, due safety issues during dismissal. At no time are parents or guardians to go to a child's classroom.***

Before any change from normal procedure involving a walker or bus rider is made, the child must bring a note requesting the change. All requests for changes in bus transportation must be submitted in writing 2-3 days in advance to the Transportation

Office for verification and approval. This written request must include the student's first and last name, homeroom, the parent's first and last name, and a daytime number where the parent can be reached.

It is mandatory that students who are designated bus riders must ride the bus and not elect to walk home unless the parent furnishes a valid reason in writing.

Parents who request to have their children released early must have an acceptable reason for this request to be honored. If the request is for a dental or doctor appointment, we expect an appointment card or some acceptable evidence provided by the doctor's office. If it is not possible to obtain written evidence from the doctor's office prior to the appointment, parents are expected to provide the Principal's Office with the name of the doctor, the phone number, and the time of the appointment for verification purposes.

**Requests for early dismissal for shopping, haircuts, etc., will not be granted.**

These activities should be scheduled after school hours and will not be deemed as valid reasons for early dismissal.

Early student release disrupts the instruction for all students in a classroom. If you pick up your child daily instead of having him/her ride the bus, please wait for your child at the walker drop-off loop. For safety and security reasons, parents are advised not to line up at the main entrance as this causes difficulty with students entering and exiting the building.

### **EARLY DISMISSAL**

Early dismissals are not always weather related. You must have an emergency plan for your child in case there is an early dismissal. Discuss with your child where he/she should go if no one is at home.

It is impossible to allow students to call home to alert family members of an early dismissal. An automated phone call will be sent to inform parents of an early dismissal.

At the beginning of the school year, each student will be issued a green early dismissal card. It is mandatory that the card be completed and returned to your child's teacher immediately. If the emergency plan should change, please notify your child's teacher immediately.

In the event of an emergency early dismissal and your child is a bus rider, the drop off time at the bus stop would reflect the difference in hours. For example, if your child normally arrives at his/her bus stop at 3:20 P.M. and the early dismissal is at 1:00 P.M., expect your child to arrive at his/her bus stop at 1:20 P.M.

### **DRESS CODE**

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. It is not the purpose of this policy to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school.

**The following items are not allowed:**

1. No pajamas
2. No torn or sashed jeans
3. No spandex
4. No half shirts or cutoff shirts, clothing must not expose the midriff, navel, or cleavage
5. No clothing depicting drug, alcohol, or tobacco messages
6. No violent messages or insignia related to gangs, racist or hate groups and no messages with implications of a sexual nature
7. No tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops
8. Under garments are not allowed to be visible
9. No flip flops or backless shoes
10. No hats, stocking caps/hats, or blankets
11. Any other clothing promoting promiscuity deemed by the principal to be a classroom distraction and a disruption to the educational process shall not be permitted

**The following items are allowed:**

1. *Tee shirts, sweatshirts, polo shirts, turtle necks, sweaters, and jerseys*
2. *Shorts are allowed to be worn, but they are to be a reasonable length. Short shorts are not allowed, and shorts should be to the middle of the thigh*
3. *Jeans must be clean, not torn or slashed*
4. *Clothing should be of an acceptable size not more than 2 sizes too large or too small. No under garments are to be visible*
5. *All clothing should be made of material that is not sheer or see through*
6. *All clothing should be clean*
7. *All pants, shorts and skirts must reach the middle thigh*
8. *Hooded sweatshirts are allowed but students are not permitted to wear hoods 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 will be followed:*

**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.

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

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

The GNA School Board highly encourages students to abide by this dress code policy. Failure to comply with this policy may result in the implementation of a uniform policy requiring students to dress in a school uniform.

### **EMERGENCY CARDS**

At the beginning of the school year, each student is issued an emergency card to be completed by a parent or guardian. ***It is mandatory that we have each child's Emergency Card, complete with phone number(s) for parent(s), relatives, neighbors, or friends who are willing to assume responsibility for the child in case of an emergency.*** Persons listed on the emergency card should have transportation and provide a photo ID at the office when picking up the child.

**PLEASE NOTIFY THE SCHOOL OF A CHANGE OF ADDRESS AND/ OR TELEPHONE NUMBER AS SOON AS POSSIBLE.**

### **EMERGENCY EVACUATION & DRILLS**

At the beginning of the school year, each student is issued an emergency authorization form to be completed by a parent or guardian. It is mandatory that these forms be returned immediately. The authorization forms will be used at the pick-up point in the event of an evacuation due to an emergency at the Susquehanna Steam Electric Plant.

**Fire Drills, Severe Weather Drills, Lockdown, and Lock-Out Drills will be conducted regularly in accordance with law by students and staff.**

**Reunification – Sky Alerts will be sent to alert parents of appropriate student pick-up points in the event of an emergency evacuation.**

### **FIRE DRILLS**

According to Pennsylvania School Law, schools are required to have at least one fire drill per month. Under the direction of the teacher, students will exit the building quickly and calmly, leaving all personal possessions in the school. The teacher should be the last one out of the room, should take the grade book and attendance, should close the windows and door, and remain with his/her group.

After the building has been cleared, the building administrator will notify teachers to return to their classrooms.

### **FAMILY CENTER**

Services for families with preschool children are provided free of charge by the Greater Nanticoke Area Family Center which is located at the Kennedy Early Childhood Center. Please call 570-735-0935. There is limited enrollment.

### **FIELD TRIP CHAPERONES**

Parents / guardians who would like to chaperone a field trip must submit Act 34 and Act 151 clearances to the school by January 31 of the current school year, as per PTA

guidelines. Parent volunteers wishing to serve as chaperones may opt to submit a PATCH clearance at no cost to volunteers.

The Pennsylvania State Police established the web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a volunteer can apply for a criminal background check on an individual basis. The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the requester's information does not hit on any information in the database, the volunteer will receive the results instantly and can print out the "No Record" certificate. PATCH clearances are available to prospective volunteers who have resided solely in Pennsylvania for a minimum of 10 years.

Field Trip Chaperones are required to be a PTA member and must sign up in person at a PTA meeting. In the event we have too many chaperones, the PTA point system will be in effect.

### **GENERAL SCHOOL CONDUCT**

1. All adults in the school are to be treated with respect including secretaries, custodians, aides, cafeteria workers, bus drivers, and crossing guards.
2. Running and yelling in the school are not permitted.
3. Obscene language and gestures, classroom disturbances, fighting and other misconduct in or across the school setting will not be tolerated from any student by the faculty / staff.
4. Proper use of school property and materials is required at all times.
5. There will be no writing on the walls, on doors, on desks, on chairs, in books, or in lavatories.
6. Students will not leave the building without permission.
7. Good manners should be used at all times.

### **Student Code of Conduct**

I am here to learn. I will avoid distractions. I will be prepared each day and ready to work when class begins. I will keep hands and feet to myself at all times. I will be polite and respectful to everyone. I will follow teacher instructions and class rules at all times. I will attend school every day on time. I will take advantage of the opportunities at school to help me to be successful throughout my life.

### **GUM**

**NO CHEWING GUM IS ALLOWED!!!!**

### **HOMEBOUND INSTRUCTION**

If a child must be absent from school for an extended period of time (minimum of 10 days) due to hospitalization or a serious illness, homebound instruction is available upon



request at no expense to the parents. Interested parents should contact the Principal's Office to obtain a homebound instruction form to be completed by parent and physician. If your child does not qualify for homebound instruction, we encourage you to contact the school for missed work and homework.

### **HOMEWORK**

Homework is any work assigned by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. It is the student's responsibility to bring the completed homework assignment to class on time. Incomplete assignments may be reflected in the child's grade.

Homework will be listed on the internet daily.

**If you are requesting homework for an absent student, please call the office by 10:00 A.M. which will allow the teacher time to prepare the day's assignment. The assignment can be picked up in the office after 2:00 P.M.**

### **HOW PARENTS CAN HELP**

1. Have a quiet place for children to study.
2. Check homework every night.
3. Make sure children get a good night's sleep.
4. Make sure children have breakfast at home or in school.
5. Be sure to get children to school on time.
6. Talk with children about what they are learning and doing in school.
7. Spend time reading with children every day.
8. Go to school and get to know your children's teachers.
9. Give praise and small rewards for good work in school.
10. Encourage self-confidence, self-discipline, and self-reliance in children.
11. Review and sign the Student Planners (Grades 2-5) on a daily basis.

### **INCLEMENT WEATHER & SCHOOL DELAYS**

In the event of inclement weather, there may be a delay of 2-3 hours in the opening of school, an early dismissal, or school closing. Inclement weather announcements will be broadcasted before 6:30 A.M., or as soon as possible.

Early dismissal, because of dangerous weather conditions, will be broadcasted at least 30 minutes before dismissal. Local radio and television stations will make the announcements, as well as through School Messenger.

If there is a delay in starting school, the bus pick-up time will also be delayed. For example, if school is delayed two hours and normal pick-up time is 8:00 A.M., the pick up would be 10:00 A.M. For information on cancellations or school delays, check the district's website at [gnasd.com](http://gnasd.com), or call 735-7781. Please refer to the Communications/School Messenger section of the handbook.



Whenever there is a school delay of one hour or more, breakfast will not be served on the school that day. Students who ordered may eat breakfast the following day.

### **INSTRUCTIONAL SUPPORT PROGRAM**

An Instructional Support Program is available to all elementary students who are experiencing academic and/or behavior difficulties.

#### **How does the program work?**

1. The classroom teacher, parent, or another professional refers the student experiencing difficulty to the Child Study Team.
2. A teacher/team interview is conducted to determine the problematic area(s).
3. A team meeting is held to discuss and select interventions that will help make the student more successful in the classroom.
4. These interventions are initially monitored for 30 school days. If necessary, the interventions will continue.
5. If the student does not experience success, a referral is made for further evaluation.

### **KINDERGARTEN**

In order to be eligible for Kindergarten, a child must be five (5) years of age on or before September 1st.

According to the Department of Health, all children must be immunized with the following in order to attend school: four or more properly spaced doses of DPT or DT vaccine, with one dose on or after the fourth birthday; three doses of Polio vaccine; two doses of Measles, Mumps, Rubella vaccine, with the first dose on or after the first birthday; three properly spaced doses of Hepatitis B vaccine; and two doses of Chickenpox vaccine (varicella) or a form signed by the parent listing the age or date the child had chickenpox.

Online registration requires the parents to upload the child's birth certificate, immunization records, 2 proofs of residency, and custody information. If the parent is unable to upload these documents, a copy can be provided to the District Registrar, Nancy Butzek, in the Administrative Offices.

According to board policy, students will not be permitted to enroll in Kindergarten after September 30<sup>th</sup> of that school year.

Kindergarten is a full day program and will start and end at the same time as grades 1 through 5. Parents are requested to send a small snack with the child.

It is the parent's responsibility to meet his/her kindergarten child at the bus stop, or at the school, if they are walkers. Kindergarten children returning home on the bus at the end of the day are to have a parent or child care provider meet the bus at the stop.

Children not having anyone to meet them at their stop will be returned to their home school. **The student(s) will have to ride the bus for the entire route before they are returned**

to school. Parent(s) will then be responsible to pick up their child(ren) immediately at the school.

After the second time the child is returned to school, the parents will receive a Bus Conduct Report from the administration notifying them that the school policy is not being followed. This correspondence will also inform the parent that if this occurs again, it will be the parent's responsibility to transport their child to and from school for a period of (3) days. If the child is returned to school again, further action will be taken in accordance with the district discipline policy.

Kindergarten students, who are considered walkers, must have a parent or child care provider meet the child at the school and provide identification for the release of the child. A student who is in third grade or higher can also meet the child upon written permission of the parent.

### **LOST AND FOUND**

Articles found at school are to be taken to the office. Lost articles can be claimed in the office. If books, lunch boxes, etc., are properly marked, they will be returned immediately. The school is not responsible for any articles lost, stolen, or damaged. All items not claimed by the last day will be discarded.

### **LOST / DAMAGED TEXTBOOKS or CHROMEBOOKS**

Students who lose or damage a book, workbook, Chromebook, charger or student planner will be required to pay for the actual replacement cost of the item. Parents will be notified in writing if a book has not been returned. If a student has not returned a textbook or library book and has not paid the replacement cost, the final report card in June will not be issued to the student until the account has been settled.

Insurance is available for the Chromebook, but must be purchased at the beginning of the school year. Information will be provided to families on or before the first day of school.

### **MONEY**

Students should not bring large amounts of money to school. Students should only bring the amount they need for that day. The school is not responsible for lost or stolen money.

### **PARENT-TEACHER CONTACTS**

In order to discourage unauthorized visitors and to ensure the safety of our children, all parents must report to the office. Parents who wish to meet with a teacher should contact the school to schedule a time when teachers are not involved with classroom activities. This procedure will enable us to operate with the fewest possible interruptions. If you call the school and the teacher is in class and unable to answer the phone, please leave your name and telephone number. The teacher will return your call as soon as possible.

The first report card must be picked up by the parent. Parents may meet with the teacher at this time.

### **PARTY TREATS**

Some children have serious food allergies. When providing treats for your child's class, please avoid chocolate, peanuts, peanut butter, peanut oil, nuts, and red dye. Please check labels to be sure that juice contains 100% juice and that sugar is not the first ingredient in other treats. Treats must be store or bakery purchased.

### **PHOTOGRAPHS**

Colored photographs of elementary students are taken each year. In order to be photographed, students must pay for the pictures in advance.

PHOTOGRAPHY EXCLUSION - Parents desiring not to have their children photographed for school publicity must complete a waiver form (available in the main office).

### **PLAYGROUND RULES**

1. No balls, (including those made of hats, gloves, etc.) except those provided by the school
2. No toys (including dolls).
3. No fighting, punching, kicking, etc.
4. Do not take hats and coats from others.
5. Do not climb fences, poles, trees, etc.
6. Do not leave the playground without permission.
7. Do not lie on the ground.
8. Do not take food or drinks on the playground.
9. Do not throw rocks, dirt, snowballs, etc.
10. Do not chew gum. (Gum is not allowed in school at all.).
11. Do not ask to go to the lavatory unless it is an emergency.
12. Do not use profane language or gestures.
13. Obey the duty teacher.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT**

A Positive Behavior Intervention and Support Program has been instituted at the elementary level to help students develop respect for others and responsibility for their actions.

- **Be Safe**
- **Be Responsible**
- **Be Caring**

Efforts to succeed in "Good Behavior" will be reinforced through a Positive Behavior Intervention and Support Program both on an individual, class, and school-wide basis.

## **PRESIDENT'S EDUCATION AWARD**

Fifth grade students are eligible for the President's Education Award. To qualify, a student must earn a 90 or better average in fourth grade and for the first semester of fifth grade. They must also score proficient or advanced in Reading or Math on the Gr. 4 PSSA tests

## **PTA**

We are extremely fortunate to have an active Parent Teacher Association in all our elementary schools. We encourage parents to actively participate in the PTA - parents, teachers, administrators working together for the benefit of our children.

The Greater Nanticoke Area Elementary PTA meets on the second Wednesday of each month at 6:30 in the High School cafeteria.

Monthly PTA meetings will be announced via the monthly school calendar and the GNA Elementary PTA Facebook page.

## **PROHIBITED ARTICLES**

Students should not bring the following items to school: silly bandz, heelys, hand held video games, cards of any type, Pokemon items, CDs, dolls, stuffed animals, toys, radios, tape recorders/cassettes, CD players, ipods, laser pens, balls, matches, pocket knives, fireworks, weapons, imitation or toy weapons, ammunition, water guns, tobacco of any kind, lighters, cell phones, and other items that can be harmful. Students should not bring perfumes, body sprays, hair sprays, etc. These items can create a playful or dangerous atmosphere. These items have become distractions during class time and have caused numerous problems during recess. **These items belong at home, not in school. Any confiscated items will be kept until the end of the year.**

## **RECESS**

Recess periods are necessary for all children in most weather conditions. Any child who is ill and unable to go out for recess must bring a note from a parent requesting permission to remain indoors during recess. Students will report to the teacher who is covering detention at that time, or an alternate classroom. A note from the family physician may be requested at discretion of the building administrator.

## **REPORT CARDS / STUDENT PROGRESS REPORTS**

Progress reports will be sent home with all students midway through each marking period.

Elementary students will be issued report cards four times a year, following the end of each nine-week interval. Parents must pick up the first interval report card. An in-service day will be held for this purpose and for parent-teacher conferences.

## SCHOOL HEALTH PROGRAMS AND POLICIES

### HEALTH & DENTAL EXAMS

In order to help your child reach and maintain optimum health, the following health regulations, as mandated by state law, are in effect:

1. Students entering school for the first time (Kindergarten or Grade 1) must have complete physical and dental examinations.
2. All students in all grades (K-5) shall have height, weight, vision and body mass index (BMI) checks.
3. Students shall have a hearing test in grades Kindergarten, 1, 2, and 3.
4. Students in Grade 3 will have a dental examination.

### IMMUNIZATIONS

#### Kindergarten and Grades 1-5

**DPT** - 4 or more properly spaced doses with the fourth dose given on or after the fourth birthday

**POLIO** - 3 or more properly spaced doses of Polio Vaccine

**MMR** - 2 properly spaced doses with the first dose given on or after the first birthday

**HEPATITIS B** - 3 properly spaced doses of Hepatitis B

**CHICKENPOX** - 2 doses of Chickenpox Vaccine (Varicella) or a form signed by the parent listing the age or date the child had Chickenpox

### NOTIFICATION OF MEDICAL PROBLEMS

Parents are urged to notify the school nurse concerning any medical condition that their child may have. This information will be kept confidential. It is important for the welfare of the child that school personnel know such conditions exist. Please contact the school nurse if there is any change in your child's medical condition.

#### **PLEASE DO NOT SEND YOUR SICK CHILD TO SCHOOL.**

Any student in school suffering from an unknown fever, skin rash, or unusual swelling will be excluded until:

1. Diagnosis of non-communicable disease is made.
2. The child is fully recovered.

### LICE

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. **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 school and the bus.

Upon receipt of the admit slip, the student should return to the office and present the admit slip to his/her respective 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 the school will begin/continue the SAIP process.

## **MEDICATION POLICY**

The district does not dispense Tylenol, Tums, cough drops, or tissues. If you want your child to have access to Tylenol and/or Tums, please bring the items in a bottle marked with your child's first and last name, parent's first and last name, and teacher's name. A written permission note with your child's name, parent's name, teacher's name, date, dosage, and your signature must accompany the medication.

Special medications or prescriptions for students will only be administered to students as follows:

1. We have specific written directions from a physician and the proper form is completed by the physician and the parent. Medication forms can be obtained from the school nurse.
2. Daily medication should be provided on a weekly basis in a container which has the prescription on it.
3. Medication required on a short-term basis must be in a bottle labeled with the child's first and last names, date, teacher's name, name of medication, time to be given, and amount to be given. Bring only the amount needed for that day. Include a note with directions, date, reason for medication, child's full name, and parent's signature. Please instruct your child to come to the nurse/office at the proper time for the medication and to take the bottle home.

## **PARENT RESPONSIBILITY**

Parents are urgently requested to make some arrangements for the care of school children in the event of sudden illness which is more of a minor nature. When parents are home, there is no problem. However, when parents are not home, because of working, visiting, shopping, hospitalization, or any other reason, some provisions should be made for the care of their children. Sick or injured children need, want, and should have their parents, if possible.

Working parents should be prepared to leave work to care for them at home or have arrangements made for someone else to care for them at home. No school is expected to take care of the sick or injured child all day. **Only** emergency care can be provided.

If you have any questions concerning these regulations, please call the school nurse at the building your child attends.

## **TRANSPORTATION OF SICK STUDENTS**

Only acutely ill and seriously injured children will be transported whenever necessary. However, it is physically impossible to provide transportation for all children who may need it for minor reasons during the course of the school day. Therefore, it will be necessary for the parents to provide transportation in situations that are not of an emergency nature.

**It is mandatory that the Student Emergency Card be completed fully and returned immediately. Persons listed on the emergency card should have transportation and provide a photo ID at the office when picking up the child.**

## **SEARCH AND 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, nunchuck 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 purposes.

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

The installation of surveillance cameras (audio / video recording) 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 audio / 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 (GNASD Board Policy 816).

#### 8. METAL DETECTOR USAGE – Grades 3-5 ONLY

**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.

### SECURITY

The safety of our students and staff is a prime concern. After students have arrived, all doors will be locked. For security reasons, a video monitoring system is located at the main entrance of each school. To gain entrance, press the doorbell located on the side wall.

All parents/visitors must report to the Principal's Office, sign in at the office, and secure a visitor's badge. No one will be allowed to go anywhere in the school without a visitor's badge. Parent volunteers must sign in and secure a volunteer badge which must be returned at the end of the visit. **Anyone who does not follow these procedures will be charged with trespassing.**

We request that you drop your students off at the school and allow the students to walk to their classroom alone. Your child will be adequately supervised and will also enjoy their self-reliance.

No one will be allowed to come back into the Kennedy Early Childhood Center or GNA Elementary Center after dismissal. Please remind your child to take everything he or she needs when leaving at the end of the day.

### **SKATEBOARDS & BICYCLES**

Skateboards, roller blades, roller skates, Heelys, or bicycles are not allowed on school property at any time.

### **SPECIAL SERVICES**

#### **INTERMEDIATE UNIT**

The Luzerne County Intermediate Unit 18 provides hearing and vision services for all eligible students.

#### **GUIDANCE**

An elementary guidance counselor is available to assist students with academic, behavioral, emotional, and family problems. Acting as a liaison between the teachers and parent(s), the counselor meets with students on an individual and group basis. In addition, the counselor is responsible for interpreting the results of the standardized testing program.

#### **SPECIAL EDUCATION PROGRAMS AND SERVICES**

In accordance with State and Federal Law, the Greater Nanticoke Area provides support 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 Services/Special Education, please call 570-735-7781 or email: [buckleym@gnasd.com](mailto:buckleym@gnasd.com)**

#### **McKinney-Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act can provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing
- Living in a shelter, including transitional programs.
- Staying in a motel/hotel because you cannot get your own home
- Living on the street, in a car, van, tent, or other nonpermanent structure.

Every child deserves school stability!

For assistance, please contact:

Valerie Bartle

Principal, Kennedy Early Childhood Center / GNASD Homeless Liaison

570-735-1701

600 East Union St

Nanticoke PA 18634

## **TITLE 1 READING**

REVISED JUNE, 2022

All elementary schools (K-5) in the district are school-wide Title I programs. Students will be provided Reading Support services as needed through Title I funds. Need will be determined by district assessment criteria.

### **SCHOOL-PARENT COMPACT**

*The Kennedy Early Childhood Center, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*The school-parent compact is in effect during the school year 2022-2023.*

### **School Responsibilities**

The **KECC** will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The Greater Nanticoke Area School District provides instruction aligned with the Pennsylvania Standards. This curriculum is delivered by teachers designed as "Highly Qualified" by the United States Department of Education. Many of our teachers are

certified elementary as well as Early Childhood. All instruction provided is driven by individual student needs and based on “real time” student data. Our staff strives to provide a healthy, safe learning environment where every child succeeds.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.** Specifically, those conferences will be held:

November 14, 2022 from 1:00-6:00 PM. Additionally, teachers are available for conferences upon request.

- 3. Provide parents with frequent reports on their child’s progress.**

Specifically, the school will provide reports as follows:

Parents will receive quarterly report cards and progress reports.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

November 14, 2022 for conferences and upon request.

- 5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

School concerts, plays, honors/award assemblies, and also to specific classroom events, Title I committee.

### **Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

- Monitoring attendance.
- Read to children nightly.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Participating, as appropriate, in decisions, relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the

Title I, Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need to.
- Read with my parents every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

The KECC will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parent involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to the parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

## SCHOOL-PARENT COMPACT

*The GNA Elementary Center, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*The school-parent compact is in effect during the school year 2022-2023.*

### **School Responsibilities**

The GNA Elementary Center will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The Greater Nanticoke Area School District provides instruction aligned with the Pennsylvania Standards. This curriculum is delivered by teachers designed as "Highly Qualified" by the United States Department of Education. Many of our teachers are certified elementary as well as Early Childhood. All instruction provided is driven by individual student needs and based on "real time" student data. Our staff strives to provide a healthy, safe learning environment where every child succeeds.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

November 14, 2022 from 1:00-6:00 PM. Additionally, teachers are available for conferences upon request.

- 3. Provide parents with frequent reports on their child's progress.**

Specifically, the school will provide reports as follows: Parents will receive quarterly report cards and progress reports.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

November 14, 2022 for conferences and upon request.

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

School concerts, plays, honors/award assemblies, and also to specific classroom events, Title I committee.

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Read to children nightly.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Participating, as appropriate, in decisions, relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I, Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need to.
- Read with my parents every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

The **GNA Elementary Center** will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with



disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to the parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **Title I Complaint Process**

#### **For students attending a school in the Greater Nanticoke Area School District**

##### Introduction

Every Child Succeeds Act (ESSA) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Greater Nanticoke Area School District follows these procedures:

**Definition** - A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that PDE or the Greater Nanticoke Area School District has violated a requirement of federal statute or regulations which apply to programs under the Every Child Succeeds Act (ESSA).
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with PDE or the district regarding the complaint.

##### Local Complaint Procedures

1. Referral - Complaints against the Greater Nanticoke Area School District will be received in writing by the Federal Programs Coordinator.
2. Acknowledgement – The Federal Programs Coordinator will acknowledge receipt of the complaint in writing.
3. Investigation – The Federal Programs Coordinator will investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the District is required. If



the problem cannot be informally resolved, it will be referred to the Superintendent or designee of the Greater Nanticoke Area School District.

4. Opportunity to Present Evidence – The Superintendent or designee may, in his or her discretion, provide the opportunity for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. Report and Recommended Resolution – Once the Superintendent, or his or her designee, has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Superintendent or designee will issue the report to the complainant, complainant's representative, Federal Programs Coordinator, Public School Building Principal and building Principal of the Non Public School, if the complaint is filed with the Non Public sector.
6. Right to Appeal – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
7. Follow-Up – The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.
8. Time Limit – The period between School District's receipt of a complaint and its resolution within the district shall not exceed sixty (60) calendar days.

#### Filing a Complaint

Complaints should be addressed as follows:

Federal Programs Coordinator Greater Nanticoke Area School District

Superintendent Greater Nanticoke Area School District

OR

Susan McCrone, Chief

Division of Federal Programs

Pennsylvania Department of Education

333 Market Street, 7th Floor

Harrisburg, PA 17126-0333

#### **For students living in the Greater Nanticoke Area School District, but attending a non-public school**

#### Introduction

Every Child Succeeds Act (ESSA) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Greater Nanticoke Area School District follows these procedures:

**Definition** - A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that PDE or the Greater Nanticoke Area School District has violated a requirement of federal statute or regulations which apply to programs under the Every Child Succeeds Act (ESSA).
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with PDE or the district regarding the complaint.

#### Local Complaint Procedures

1. Referral - Complaints against the Greater Nanticoke Area School District will be received in writing by the Federal Programs Coordinator.
2. Acknowledgement – The Federal Programs Coordinator will acknowledge receipt of the complaint in writing.
3. Investigation – The Federal Programs Coordinator will investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the Superintendent or designee of the Greater Nanticoke Area School District.
4. Opportunity to Present Evidence – The Superintendent or designee may, in his or her discretion, provide the opportunity for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. Report and Recommended Resolution – Once the Superintendent, or his or her designee, has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Superintendent or designee will issue the report to the complainant, complainant's representative, Federal Programs Coordinator, Public School Building Principal and building Principal of the Non Public School, if the complaint is filed with the Non Public sector.
6. Right to Appeal – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
7. Follow-Up – The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.
8. Time Limit – The period between School District's receipt of a complaint and its resolution within the district shall not exceed sixty (60) calendar days.

#### Filing a Complaint

Complaints should be addressed as follows:

Federal Programs Coordinator Greater Nanticoke Area School District  
Superintendent Greater Nanticoke Area School District

OR  
Susan McCrone, Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333

*Revised June, 2022*

***Title I***  
**Parent and Family Engagement Policy**  
**Kennedy Early Childhood Center**

1. The Kennedy Early Childhood Center will involve parents in the planning, review and improvement of the school's Parent Engagement Policy by the following activities:
  - a. Sharing policy at Back to School Night
  - b. Sharing policy at Title I Family Night (Literacy and Math)
  - c. Sharing policy at Title I Parent Workshops
  - d. Sharing policy at the Parent Advisory Committee Meetings
  - e. Parent Surveys distributed at the Parent Workshops
  - f. Parent Survey at the end of the year
2. Kennedy Early Childhood Center will hold annual meetings to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved in the following:
  - a. Rights and explanation of the Title I program requirements will be presented to parents at the Title I Parent Workshop.
  - b. Parents who are unable to attend the Workshop will receive the information via the student folder.
  - c. Parents are encouraged to contact the reading specialist for more information.
3. Kennedy Early Childhood Center will utilize Title I funds to pay reasonable and necessary expenses associated with parent involvement activities if necessary by:
  - a. Providing childcare during meetings, if required
  - b. Providing free academic materials for parents to utilize with their children
4. The parents at Kennedy Early Childhood Center will be involved in the joint development, planning, review and improvement of the School-Wide Title I program by:
  - a. Offering suggestions for programmatic changes at the Parent Advisory Council Meetings
  - b. Offering suggestions for programmatic changes by completing surveys after workshops and in Spring

5. The Kennedy Early Childhood Center will provide parents children with timely information about the title I Program including:
  - a. Flyers for Workshops
  - b. Monthly Newsletter
  - c. Title I Website
  - d. Teacher Conferences
6. The Kennedy Early Childhood Center will provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet by presenting parents with the information at:
  - a. Parent Teacher Conferences
  - b. September Open House
  - c. Assessment and Curriculum found on the GNASD Website
  - d. Parent Workshops
7. The Kennedy Early Childhood Center will provide assistance to parents' understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. Assistance will be provided:
  - a. Parent Teacher conferences
  - b. Parent Workshops
  - c. Title I Website
  - d. Child Study Process
8. The Kennedy Early Childhood Center will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible by :
  - a. Child Study Process
  - b. Parent Teacher Conference
  - c. By appointment with the Reading Specialist
9. The Kennedy Early Childhood Center developed jointly, with parents, a school-parent compact which outlines how parents, the entire staff and students share in the responsibility for improved student achievement:
  - a. School-Parent Compact
10. The Kennedy Early Childhood Center describes how the school provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parent involvement by:
  - a. Title I Family Literacy and Math events
  - b. By appointment with the Reading Specialist
  - c. Child Study Meetings
  - d. Reading and Math Program Websites

11. The Kennedy Early Childhood Center will educate staff, with the assistance of parents, in how to communicate with parents and families and build ties between families and schools:
  - a. Distribute information with teachers at faculty meetings
12. The Kennedy Early Childhood Center will coordinate and integrate parent engagement programs including public preschool programs that encourage and support parent and family member participation:
  - a. Preschool visitation by Principal and/or Reading Specialists
13. The Kennedy Early Childhood Center will ensure that information is sent to parents and family members in a format and language that parents and family members can understand:
  - a. Translate documents to be sent home
  - b. Provide print and/or digital communication
14. The Kennedy Early Childhood Center will provide opportunities for the informed participation of parent and family members including families of limited English proficiency:
  - a. Information is sent to ALL families and in collaboration with ESL teachers

Revised June 2022

**Title I Parent and Family Engagement**  
**GNA Elementary Center**

1. GNA Elementary Center will involve parents in the planning, review and improvement of the school's Parent and Family Policy by the following activities:
  - a. Sharing policy at Back to School Night
  - b. Policy is located in Student Handbooks distributed annually
  - c. Sharing policy and Parent Compact at September PTA meeting
  - d. Sharing policy and Parent Compact at Title I Family Nights
  - e. Parent Surveys distributed annually
  - f. Meeting during the end of the year Parent Advisory Board Meeting
2. GNA Elementary Center will hold annual meetings to inform parents of the school's participation in the Title I program and to explain the requirements of the program, and their right to be involved in the following:
  - a. Rights and explanation of the Title I program at annual Back to School Night
  - b. Rights and explanation of the Title I program at September PTA meeting
  - c. Families that cannot attend the Back to School Night will receive an orientation folder of information including Title I program information. Parents are encouraged to reach out to Title I staff for more information.
3. GNA Elementary Center will utilize Title I funds to pay reasonable and necessary expenses associated with parent involved activities if necessary by:
  - a. Providing meals during Family Nights

- b. Providing Free academic materials for parents to utilize with their children
- 4. The families at GNA Elementary Center will be involved in joint development, planning, review and improvement of the School-Wide Title I program by:
  - a. Offering suggestions with Reading and Math Specialist during Parent/Teacher Conferences
  - b. Offering suggestions for program adjustments by completing annual surveys sent to families in the Spring
  - c. Parent Advisory Representative(s) offer input through Parent Advisory Board Meetings throughout the school year
- 5. GNA Elementary Center will provide parents of participating children with timely information about the Title I program including:
  - a. Entrance contact to families
  - b. Invitations/Skyalert calls/Flyers are reminders for Family Nights
  - c. Title I Website
  - d. Teacher Conferences
  - e. Progress Reports
- 6. GNA Elementary Center will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet by presenting parents with the information at:
  - a. Back to School Night
  - b. Parent/Teacher Conferences
  - c. Family Nights
  - d. GNA Elementary Center Website- Title I Link
- 7. GNA Elementary Center will provide assistance to parents' understanding of the State's academic common core content standards, student's achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. Assistance will be provided by:
  - a. Annual Family Nights
  - b. Parent/Teacher Conferences
  - c. RTII Process
  - d. GNA Elementary Center Title I Staff Websites
- 8. GNA Elementary Center will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible by:
  - a. Parent/Teacher Conferences
  - b. Conference with Title I staff member
  - c. Child Study Team Meeting
  - d. RTII

9. GNA Elementary Center developed jointly, with parents, a school-parent compact which outlines how parents, the entire staff and students share in the responsibility for improved student achievement:
  - a. Parent Compact Letter read and distributed at Back to School Night
  - b. Parent Compact Letter read at September PTA meeting
  - c. Parent Compact Letter distributed in handbook annually to students and families
  - d. Review compact at Parent Advisory Board meetings
10. GNA Elementary Center describes how the school provides materials and training to help parents work with their children's achievement, such as literacy and math training and using technology, as appropriate to foster parent involvement by:
  - a. Title I Family Nights
  - b. By appointment with Title I staff
  - c. Parent/Teacher Conferences
  - d. Child Study Team Meetings
11. GNA Elementary Center will educate staff, with assistance from families, in how to communicate with families to coordinate programs and build ties between family and school:
  - a. Distribute information to staff through building and grade level meetings
  - b. Appropriate Professional Development Sessions
  - c. Review Teacher Communication Log
12. GNA Elementary Center will coordinate and integrate parent involvement programs that encourage family participation in education:
  - a. Family Nights
  - b. Parent/Teacher Conferences
  - c. Monthly Home & School Connection Newsletters
13. GNA Elementary will ensure that information relayed to families will be provided in a language format families can understand:
  - a. Translation of documents as appropriate
  - b. Providing printed or digital documents
  - c. Collaboration with ESL Teacher
14. GNA Elementary Center will provide opportunities for the informed participation of families including those of limited English proficiency:
  - a. Collaboration with ESL Teacher
  - b. Document translation as appropriate
  - c. Information sent to all families

September 6, 2022

Dear Parent,

Your child's school receives Title I funding and is included under the regulations of the "Every Student Succeeds Act" (ESSA) that was signed into law by President Obama in 2015. ESSA requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under ESSA, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grade and subject he or she teaches.
- Whether the teacher is teaching under emergency or other professional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your building principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,  
GNASD Office of the Superintendent

### **TELEPHONES**

School telephones are for school business only. Students will not be called to the phone. Important messages will be delivered to the student. Students may use the telephone in emergency situations only.

### **TESTING PROGRAMS**

All standardized testing is administered in the late winter or spring of each school year.



**Grade**

**Test**

3	PSSA - Pennsylvania Assessment - ELA, Math
4	PSSA - Pennsylvania Assessment - ELA, Math, Science
5	PSSA - Pennsylvania Assessment - ELA, Math

**TEXTBOOKS**

Copies of student textbooks are available at the Mill Memorial Library, Nanticoke, and/or on the appropriate web-based platform.

**TOBACCO**

**ALL FORMS OF TOBACCO (CIGARETTES, CHEWING, SMOKELESS, ETC.) ARE ABSOLUTELY PROHIBITED ON SCHOOL GROUNDS AND ON SCHOOL BUSES!**

**VANDALISM**

Students who willfully damage school property will be assessed the cost of the repair or replacement and are subject to school suspension.

**VISITORS**

All visitors (including parent volunteers) must sign in at the office and secure a visitor's badge. No one will be allowed to go anywhere in the school without a visitor's badge. The visitor's badge must be returned at the end of the visit. Anyone who does not follow the above procedures will be charged with trespassing.

**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 district's compliance with law and policies related to student 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 shall be provided annually by the:

- Superintendent.

### **Wellness Committee**

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

- teacher
- school nurse
- coach
- health professional
- representative of local or county agency
- representative of community organization

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 based 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; intramurals; 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 agencies, police departments, and community organizations to develop and maintain safe routes to school.

## **WITHDRAWING FROM SCHOOL/MOVING WITHIN THE SCHOOL DISTRICT**

Please notify the school as soon as possible when a student is to be withdrawn. It is necessary for the teacher and the office to prepare school records to facilitate the transition to another school district. Parents must report to the Principal's Office to complete proper forms.

If you move within the school district, you must provide 2 proofs of residency (not a cell phone bill) to the Principal's Office immediately.

# 2022-2023 School Calendar

## GREATER NANTICOKE AREA SCHOOL DISTRICT

July 2022						
S	M	T	W	T	F	S
					1	2
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31						

  

August 2022						
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28	29	30	31			

  

September 2022						
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October 2022						
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November 2022						
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December 2022						
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25	26	27	28	29	30	31



Sept. 1,2	Teacher In-Service Day
Sept. 5	Labor Day No School
Sept. 6	First Day of School for Students
Oct. 7	Act 80 Day no school students
Oct. 10	Columbus Day No School
Oct. 31	1/2 Day Student 1/2 Act 80 Day
Nov 11	Veterans Day No School
Nov 14	Parent /Teacher Conferences
Nov 14	No School Students
Nov. 23	1/2 Day Students/Staff
Nov 24-28	Thanksgiving Break
Dec. 23	1/2 Day Students/Staff
Dec 26-30	Winter Break
Jan 16	Martin Luther King, Jr. Day No School
Feb 20	Presidents' Day
Mar 24	Act 80 Day no school students
Apr 6-10	Spring Break
May 5	Prom /Teacher In-Service Day
May 29	Memorial Day
June 8	Last Day of School /Graduation

**Snow Makeup Days**  
Jan. 16th, Feb. 20th, April 6th, April 10th,  
June 9, 12, 13, 14, 15, 16 Etc.

Category of Events	
	Teachers In Service
	Act 80 day no school Students
	No School Students/Staff
	No School Students / Parent Teacher Conferences
	1/2 Students/Staff

January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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