

## TABLE OF CONTENTS

Accidents .....	21
Acceptable Use Policy.....	10/50-53
Administration .....	6
Admission of New Students .....	26
Alma Mater .....	Inside Front Cover
Announcements .....	8
Assembly Programs .....	8
Attendance .....	42-48
Audio / Visual Monitoring.....	8
Bell Schedule .....	11
Backpack Usage.....	28
Board of Education.....	6
Buckely Amendment .....	11
Bullying Policy.....	54
Bus Notes.....	8
Bus Regulation/Conduct.....	23-25
Cafeteria .....	18-19
Calendar .....	69
Cellular Phone/ Electric Devices .....	14-15
Child Custody.....	17
Clubs/Activities.....	8
Communication/Telephone .....	14
Computer & Internet Access.....	10
Coordinate Services.....	6
Criminal Code/Disorderly Conduct .....	39-40
Daily Schedule .....	11
Detention Policy .....	35-36
Discipline Policy .....	26-28
Dress Code .....	12-13
Drug and Alcohol Policy .....	29-31
Early Dismissal.....	12
Emergency Authorization Forms .....	17
Emergency Cards.....	12
Field Trips/Class Trips.....	22
Fire & Emergency.....	21
Gifts & Parties .....	9
Goals.....	4
Grading System .....	15
Guidance.....	11
Handbook Agreement Form .....	5
Homework .....	9
Important Phone Numbers .....	68

## TABLE OF CONTENTS (cont.)

Inclement Weather .....	18
Insurance .....	9
Introduction .....	3
Interscholastic Athletics.....	49
Late Arrivals .....	48
Lice .....	20
Lockers .....	16
Lost and Found .....	9
Metal Detector Usage.....	29
Loud, Abusive Language .....	22
Medication Policy .....	19-20
Misconduct/Disciplinary Response Structure.....	36-39
Mission Statement.....	4
No Child Left Behind .....	10
Non-Discrimination Policy .....	10
Passes .....	21
PBIS.....	64
Photography Exclusion Form .....	5
Possession of Weapons.....	41
Report Cards.....	16
Restrictive Movement.....	38
School Health Program .....	20
School Immunization.....	20
School Search & Seizure Policy.....	31-33
Skyward Parent Access.....	9
Special Education Program.....	65-67
Staff.....	7
Suspension and Expulsion Policy.....	33-34
Textbooks.....	16
Title I School-Parent Compact .....	59-63
Tobacco/Smoking.....	40
Use of Surveillance Cameras .....	41-42
Vandalism .....	10
Video Recording/ Sharing .....	39
Visitors .....	17
Wellness Policy .....	55-58
Withdrawing from School/Moving within the School District.....	17

## Introduction

Dear Parents, Guardians and Trojan Community,

It is with great pride and pleasure that I write this letter of introduction to you as the Principal of the Greater Nanticoke Area Educational Center. I am privileged to have the opportunity to lead my alma mater in its rich tradition of education! I have been committed to the field of education for more than thirteen years. I have worked with a variety of students' ranging from Elementary through High School. I am excited and enthusiastic to bring my skills as an educational leader, varsity football coach, and a veteran of Operation Iraqi Freedom II, to Greater Nanticoke Area. I pledge to work with you as a partner in education to warrant your child's success in the classroom, as well as, in life.

With the administration, teachers and staff, I will work endlessly to continue the legacy of success established by GNA, by building solid relationships with parents, students, and the community. We will focus on character education, Common Core skills and standards, the use of data to drive instruction, and to provide consistent implementation of the curriculum in a rigorous manner, so that we can continue to increase all of the students' achievement. All of us at the Greater Nanticoke Area Educational Center are eager and excited to begin what promises to be the best learning endeavor. This year is going to be incredible as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. As your Principal, it is imperative to me that everyone who steps through our doors: teachers, students, parents, and community members are excited to be here! This attitude empowers us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. I have an open door policy and welcome your input. Please feel free to call or email me at any time throughout the year.

I am excited to work as a team, to develop each student at Greater Nanticoke Area to become a positive member of today's society.

Best Regards,

Mr. Ronald Bruza Jr. - GNA Educational Principal  
bruzar@gnasd.com

## **MISSION STATEMENT OF GNA SCHOOL DISTRICT**

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

### **GOALS**

1. To encourage students to develop respect for themselves, fellow students, adults, and property, both public and private.
2. To encourage students to accept responsibility for their actions and further develop this sense of responsibility toward themselves and others.
3. To incorporate efficient lines of communication among administrators, students, staff, home, and community.
4. To foster an atmosphere of cooperation between parents and teachers and the building administration.
5. To create a supportive environment which will enhance the development of a positive self-esteem and a sense of self-worth in all students.
6. To create a curriculum that meets Pennsylvania standards for education and is flexible enough to allow students to meet with some degree of success on a daily basis.
7. To afford students the opportunity to learn how to process information so they can make well-informed decisions.
8. To recognize the vast differences that exist among 6th and 7th grade students in regard to social, emotional, physical and academic development; and to provide avenues to accommodate and reward these differences.
9. To encourage students to identify and exhibit exemplary citizenship qualities.
10. To instill in the students an appreciation of related arts so that they may be developed into life-long special interests.

# HANDBOOK AGREEMENT FORM

## STUDENTS AND PARENTS

(Provided on the first day)

Please read the handbook together. The signatures below indicate that you have received, read and understand the Greater Naticoke Area School District Student Handbook. Sign and date the form below **AND RETURN THIS SHEET TO THE OFFICE.**

**PLEASE PRINT Student's Name**

**Grade**

**Student's Signature (in ink)**

I acknowledge that I have read this student handbook and that I will abide by the rules and regulations contained within. I further understand that any infringement of these regulations is unethical and a direct violation of school rules and policies that could result in disciplinary action and/or criminal proceedings.

**PLEASE PRINT Parent's Name**

**Parent's Signature (in ink)**

## **Greater Naticoke Area School District Photos/Videotapes (Form available in the office)**

*We are proud of the accomplishments of our students. At various times, the Greater Naticoke 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, Sept. 10, 2021.***

## **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* \_\_\_\_\_

## BOARD OF EDUCATION

Anthony Prushinski, President  
Ken James, Vice President  
Megan Tennesen , Secretary  
Frank Shepanski, Treasurer  
Mark Cardone  
**David Hornlein**  
Matthew Landmesser  
Wendy Wiaterowski  
Leonard Olzinski  
Attorney Vito DeLuca, Solicitor

## ADMINISTRATION

Dr. Ronald Grevera, Superintendent  
Albert B. Melone Company, Business Consultants  
Ron Bruza Educational Center Principal  
Valerie Bartle Kennedy Elementary Principal  
Jessica Fletcher Elementary Center Principal  
Amy Scibek, High School Principal  
Eric Speece, High School Assistant Principal

## COORDINATE SERVICES

Ann Marie Shultz, Guidance Counselor  
Dr. Lydia Brill, School Psychologist  
Joanna Kempa, Administrative Assistant  
Megan Brennan School Nurse  
Debbie Fields, Guidance Secretary  
Jay Fisch, Custodian  
**Neal McMahon**, Supervisor of Buildings & Grounds  
Ken Bartuska, Athletic Director  
**Megan Buckley-McMahon**, Director of Special  
Janet Yezfesi, Transportation Coordinator  
Nina Matzoni, Transportation Asst.  
Lou Kluck, General Manager, Metz Food Service  
Justin Gabel, Technology Coordinator  
Raymond Whittaker, School Police Officer

## STAFF

Erica Barrera.....	Math
John Beggs.....	Mathematics
Richard Budnick .....	English
Brad Bunnell .....	Band
Lindsay Connolly .....	Learning Support
Tonya Cumberland.....	English
Jennifer Daniels.....	Head Teacher/Social Studies
Joshua Duke .....	Reading
Paula Fine.....	Wilson Reading
Jesse Grobelny.....	Social Studies
Carol Hromisin.....	Reading
Kirk Jones.....	English
Lisa Kapral.....	Reading
Janice Kiwak .....	Art
Andrea Kordek .....	Special Education
Edward Lukowski.....	Computer Lab
Megan Marsh.....	Learning Support
Miranda Neely .....	Science
Josh Olzinski .....	Life Skills
Denise Roote.....	Mathematics
Amanda Schraeder.....	Science/Gifted
Kimberly Sorber.....	Special Education
Brenda Sowa .....	Physical Education/Health
Amanda Wydra.....	Science
Denine Zielinski.....	Social Studies
Brianna Wyberski.....	Emotional Support

## 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 others on school grounds 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).

## ANNOUNCEMENTS

Students must pay careful attention to the morning announcements and any other announcements made during the day on the public address system and in Homeroom. Students are responsible for any and all information given through any school media.

## BUS NOTES

All bus riders **MUST** bring in notes if they will be walking home or going to a friend's house after school. This is important so that ALL students will be accounted for in case of an accident. ***All requests must be approved by transportation***

## ASSEMBLY PROGRAMS

Assembly programs will be scheduled on the basis of need and/or relevance. All students are expected to display appropriate assembly etiquette and respect for others during a program. Students not displaying proper etiquette and respect will be removed from the program and jeopardize their attendance at future assemblies.

## CLUBS/ACTIVITIES

Clubs and activities are offered at the Educational Center as an extension of the curriculum. Students who fail to follow the procedures and rules of this handbook may be excluded from participating in these clubs and activities. Students with missing classroom assignments, low-test scores, or poor class grades, poor attendance may also be excluded from participating.



## GIFTS AND PARTIES

Students are not allowed to collect money for gifts for teachers, staff members, or other students, or have parties or similar activities during the school day without first getting permission from the building administration.

## INSURANCE

At the beginning of each school term, all students are given the opportunity to purchase a personal insurance policy at a relatively slight cost. All students are urged to avail themselves of this financial protection.

Students who intend to participate in sports programs or intramural programs are encouraged to subscribe to the insurance program.

## HOMEWORK

Every student is expected to spend a reasonable amount of time after school hours for completing assignments. Incomplete assignments may be reflected in the child's grade, according to the district's homework policy. Copies of the Grading System and Homework Policies are on file in the Principal's Office. Homework will be listed on the internet daily. Go to [www.gnasd.com](http://www.gnasd.com), click on Educational Center, and then click on the teacher's name to access the homework.

**If you are requesting homework for an absent student, please call the office by 9:00 A. M. which will allow the teacher time to prepare the day's assignment. The assignment can be picked up in the office after 1:00 P. M.**

## LOST AND FOUND

Lost articles, including books, are placed in the Lost and Found. Students are to check this area for items they may have misplaced. All items not claimed by the last day of school will be discarded.

## SKYWARD PARENT ACCESS

Greater Nanticoke Area School District offers a Family Access portal in the Skyward Data Management System for use by parents. Family Access is a secure, Internet-based website that allows you to easily view your student's attendance, grades, and schedule. In addition, there are a number of other features you can use such as updating emergency contact information. We hope that Skyward Family Access will be a tool that you use to stay informed about your student's progress at school. In addition, we hope that Family Access will help foster a strong relationship between parents and our school community. If you are in need of a password or are experiencing logon difficulty, please contact the school secretary.

## NO CHILD LEFT BEHIND

The No Child Left Behind Law requires that all Title 1 Schools must notify parents of their right to have their child taught by highly qualified teachers. Under NCLB, the Commonwealth has identified a highly qualified teacher as one who holds a valid teaching certificate for the area(s) or subject(s) that they are currently teaching.

Under NCLB parents have the right to review the qualifications of their child's teacher(s). To do this, parents are asked to call the Superintendent's Office to make an appointment to review their child's teacher's certificate

## VANDALISM

Students found guilty of deliberately defacing school property (walls, textbooks, lavatories, etc.) must pay for the damage incurred and face a suspension from school. Section 177 of the Pennsylvania School Code states that a person found guilty of defacing school property may be charged with institutional vandalism.

## 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:

**Meagan Buckley-McMahon ADA Coordinating Director of Special  
Education**

427 Kosciuszko St • Nanticoke, PA 18634-2698  
Telephone: (570) 735-1701 • TDD: (570) 735-7881  
or

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

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

## THE 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 to institutions that do not comply with the standards prescribed in the Act. The essence of those standards is that:

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

Students on reaching age 18 or attending an institution beyond the high school level must be allowed to review their own school or college records, and their parents no longer may 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.

## GUIDANCE

Students must make an appointment to see the guidance counselor. A pass will be issued to the student by the counselor in the guidance office and also **notification will be given to the classroom teacher.**

Parents' wishing to consult with the counselor, may make an appointment by calling (570) 735-7025.

## DAILY SCHEDULE

No students will be permitted in the building before 7:05 A.M.

Homeroom/Breakfast 7:05-7:20

HR Late Bell 7:20

Move to 1st 7:23

<i><b>6th Grade</b></i>			<i><b>7th &amp; 8th grade</b></i>		
1	7:23	8:08	1	7:23	8:08
2	8:11	8:56	2	8:11	8:56
3	8:59	9:44	3	8:59	9:44
4	9:47	10:32	4	9:47	10:32
Lunch	10:35	11:05	5	10:35	11:20
5	11:08	11:53	Lunch	11:23	11:53
6	11:56	12:41	6	11:56	12:41
7	12:43	1:38	7	12:43	1:38
HR	1:40	1:50	HR	1:40	1:50
			7 <sup>th</sup>		8 <sup>th</sup>
Busses	1:50		Busses	1:40	1:45
					Busses
			Student Dismissal	1:50	
			Teacher Dismissal	2:35	

## EARLY DISMISSAL

All notes for early dismissal must have the student's full name, home- room number, date, and be signed by the parent/guardian.

***If a student is being dismissed early because they are deemed sick by the school nurse, it is the parent or guardians responsible to pick the student up. (This includes students who ride the van to and from school).***

Parent/Guardian or Persons Authorized by Parents MUST have a valid photo ID to dismiss a student. NO EXCEPTIONS

## EMERGENCY CARDS

At the beginning of the school year, each student is issued an emergency card which is to be completed by a parent/guardian. **IT IS MANDATORY THAT WE HAVE EACH CHILD'S 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 valid photo ID at the office when picking up a student. Please notify the school of a change of address and/or telephone number as soon as possible.

## 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 bandanas
3. No torn or sashed jeans (above the finger tips)
4. No spandex
5. No half shirts or cutoff shirts, clothing must not expose the midriff, navel, or cleavage
6. No clothing depicting drug, alcohol, or tobacco messages
7. No violent messages or insignia related to gangs, racist or hate groups and no messages with implications of a sexual nature
8. No tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops
9. Under garments are not allowed to be visible

10. No flip flops or slides
11. No hats, stocking caps/hats, or blankets
12. 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
13. No head wraps/coverings/beanies/skullies (except for Religious reasons).

**The following items are allowed:**

1. Tee shirts, sweatshirts, polo shirts, turtle necks, sweaters, and jerseys (with a shirt underneath)
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 (above the finger tips)
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, 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 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.

## COMMUNICATIONS/TELEPHONE

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

Telephones are located in the offices in the building are used for school business and **EXTREME EMERGENCIES** only. Students **WILL NOT** be called from a class for any telephone message. After school arrangements should be made with the student in the morning before he/she comes to school. Because of different events happening during the day in school, it is sometimes very difficult to contact students with personal messages.

Phone calls to parents to arrange after school schedules or activities will be limited. All arrangements **MUST** be made before students come to school unless there is a family emergency. Phone calls will be made during the student's lunch.

## CELL PHONES / ELECTRONIC DEVICES

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

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

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

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

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

**Students have sole responsibility under all circumstances whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity. The District assumes no responsibility for personal electronic devices.**

## GRADING

(As listed on Educational Center Report Cards)

100 - 96 A+  
 92 - 96 A  
 87 - 91 B+  
 84 - 86 B  
 80 - 83 C+  
 76 - 79 C  
 70 - 75 D

Below 70 - F

### HONOR ROLL SCALE

Honors with Distinction • 94.5 - 100

High Honors • 89.5-94.49

Honors • 84.5-89.4

**Honor Roll averages are only composed from core classes.**

## REPORT CARDS

Report cards are issued every nine (9) weeks during the school year. Report cards indicate the progress and achievement of the student in school. Parents should take the time to discuss the report card with their child each time the report cards are issued. Parents should also note the number of days absent and the comments listed with the report card. If a teacher conference is desired, parents are requested to call the Guidance Office, at (570) 735-7025, and individual teachers will then be notified to arrange a meeting with the parent. Report Cards and Progress Reports will be accessed via Skyward Family Access.

## LOCKERS

Students are allowed to go to their lockers in the morning before home- room, before and after lunch, and at dismissal. **Students are not permit-ted to go to their lockers between class periods or during a class period unless the student is given permission from a teacher.**

The locker serves a very distinct function, and each student must learn to use it wisely and to guard its security.

Although the lockers are loaned to students for their personal use, **lockers remain the possession of G.N.A. School District.** Lockers may be searched when reasonable evidence exist that these lockers are not being used by students for the purpose intended.

Students are not permitted to change a locker once it has been assigned unless the request is authorized by office personnel. Students should not share lockers.

The placing of decals, pictures, stickers, and any other substances adhering to the locker surface is prohibited, in order to protect the surface, inside or outside from being marred. Students failing to demonstrate proper care of the lockers will be liable for payment for any damages, including materials and labor. The G.N.A. School District is not responsible for any school materials or personal possessions placed in student lockers.

**Cell phones and other devices must be turned off while stored in student lockers.**

## TEXTBOOKS

Students are responsible for all books assigned to them. The teacher will have numbered every book that a student receives and the student must return the same book at the end of the year. Unnumbered books will not be accepted. The students must pay for textbooks and library books that are damaged or lost during the school year. All textbooks must be covered at all times. Any student owing money for a lost or damaged book at the end of the year will not receive his/her final report card until the obligation is met.



## 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.

### ***MUST Provide Valid Photo ID***

### **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 teachers and the office to prepare school records to facilitate the transition to another school district. Parent 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.

## EMERGENCY AUTHORIZATION FORMS

Each student is issued an emergency authorization form, which is to be completed by a parent/guardian. These forms will be used at the pick-up point in the event of an evacuation due to an emergency at the Susquehanna Electric Plant. Additional signatures are permitted in the spaces provided.

### ***Valid Photo ID Required***

## CHILD CUSTODY

If court-determined custody is in effect, the Principal should be given a copy of the custody order. Custody orders on file are to be updated annually and/or 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.

## INCLEMENT WEATHER

Inclement weather announcements, either for a delay or a cancellation, will be broadcast before 6:30 am on local radio and TV stations. Early dismissal, because of inclement weather, will be broadcast at least 30 (thirty) minutes before dismissal.

***\*A School Messenger (Skylert) Call will be made to inform parents of the change in schedule***

## CAFETERIA

The Greater Nanticoke Area Educational Center cafeteria is so designed as to permit all students to avail themselves of its facilities. **Therefore, it is required that all students eat their lunch in the cafeteria whether or not they buy their lunch.**

***All lunches must be eaten in the cafeteria and under no circumstances should food be taken from the cafeteria. Neither food nor any beverage is permitted in the hallway or in the classrooms at any time.***

**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.

### 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. Students will continue to accumulate charges for alternative meals received. There will be no charges allowed on the ala carte line - if a negative balance is on your account, you cannot purchase ala carte or extra items - only a lunch if you have the cash to purchase it in full. If you have a negative balance on your account, you will receive a free lunch if entitled - no extras or ala carte items allowed. If you have a negative balance on your account, you will not receive a paid or reduced lunch unless you have the total purchase price that day. A person is not allowed to purchase a lunch or snacks for another person who is not in line, especially one who is not allowed to purchase it themselves.

1. Students will form a single file serving line.
2. 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 return trays to the appropriate cafeteria area.
6. All food / beverages must be consumed within the cafeteria. Food / beverages are not permitted to be taken from the cafeteria.
7. Students are not permitted to leave the cafeteria without permission.
8. Student conversation is appropriate in the cafeteria. 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 the cafeteria.
11. Students who throw food or any object in the cafeteria.
12. All students must remain seated in the last five minutes of the lunch period.  
Students are not to stand in or around the cafeteria doorways during this time.

Inappropriate behavior in the cafeteria may result in assigned seating for the disruptive student as designated by the cafeteria monitor or building administrator.

### MEAL PROGRAM

A breakfast program will be available from 7:05 AM to 7:20 AM for those students who wish to participate. Cafeteria lunches are served in all schools. Children who carry their lunch may purchase milk. Free or reduced priced breakfasts and lunches are available for those students who are eligible and submit an application to the school. All information completed by the parents on the free or reduced lunch application will be kept confidential

## 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 send the items in a bottle marked with your child'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. Send only the amount needed for that day. Include a note with the directions, date, and 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.

## LICE

All students will be checked periodically for lice by our nursing staff. Re-ported 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, accompanied by a parent/guardian 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 referred immediately to the magistrate.

## SCHOOLHEALTH PROGRAM

Health and Dental Examinations - In an effort to assist your child, the following state mandates are conducted in Pennsylvania public schools:

1. All students undergo height, weight, vision and scoliosis screenings.
2. School physicals are administered in 6th grade.
3. School dental exams are administered in 7th grade.

## SCHOOL IMMUNIZATIONS

DPT	4 or more properly spaced doses with the fourth dose given on or after the fourth birthday <b>Grade 7 also needs 1Tdap and 1 Meningococcal Vaccine (MCV)</b>
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
CHICKEN POX	2 doses of Chicken Pox Vaccine (Varicella) or a form signed by the parent listing the age or date the child had Chicken Pox

## ACCIDENTS

All accidents must be reported to the teacher of the class who in turn notifies the school nurse and the principal. An Accident Report Form should then be completed by the teacher and/or nurse and placed on file in the Principal's Office

## FIRE AND EMERGENCY

Fire drills are necessary for the safety of the students and faculty. All fire drill information is posted in each room. At all times special instructions may be announced over the public address system. Students will follow designated exit instructions, keep in single file on the stairs, walk (no running), refrain from talking, and proceed to a distance approximately 100 feet from the building. The teacher should be the last one out of the room, should take the grade book, shut all windows, turn off the lights and close the classroom door, and remain with his/her class.

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

Fire drills are very important and serious exercises which may save your life as well as the lives of your classmates. Mature behavior and attention to directives are vital.

In addition, emergency and bus evacuation drills are conducted at various intervals throughout the year. These drills are equally important to the student and all rules must be followed.

## PASSES

Students will be issued a student hall pass each marking period that is required to leave their classroom. These passes allow for students to leave class up to 50 times in a marking period. Once all spaces on these passes have been used or a student has lost their student hall pass, they will not be allowed to leave the classroom. Replacement passes or additional student hall passes may be issued at the discretion of school administration. Extra passes will incur a cost of 25¢ each.

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

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

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

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

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

## **LOUD, ABUSIVE, PROFANE LANGUAGE AND/OR BEHAVIOR**

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

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

## **FIELD TRIPS/CLASS TRIPS**

- One out-of-school suspension 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 4 or more days during the school year  
or
- Truancy status resulting from failure to comply with school policy regarding attendance.

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.

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

## BUS REGULATIONS/CONDUCT

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

The district believes that the bus ride to and from school is an extension of the school day. The following bus conduct regulations have been created using the district's **ZERO TOLERANCE** policy. Any student who receives a fourth misconduct report from a bus driver or principal or reaches a Level IV offense category will be denied transportation privileges for the remainder of the school year. This is not a suspension from school; therefore, the parents are responsible for the transportation of their child to and from school. Non-attendance will be recorded as a truancy.

"The Greater Nanticoke Area School District reserves the right to monitor student behavior through the use of audio and video monitoring equipment on all buses". (Policy #816)

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

1. While the bus is enroute to and from school, the driver is the sole authority.
2. Students are not permitted to vacate their seats or get on and off the bus while it is in motion.
3. When exiting, students must pass in front of the bus whenever they need to cross the street.
4. Students must exit the bus at their regular bus stop.
5. No animals, firearms, explosives (firecrackers) or any device considered dangerous or objectionable may be transported while students are riding the bus.
6. Students are warned not to stand on the roadway while waiting for the school bus.
7. Students must quickly move to their seats upon boarding the bus.
8. The use or possession of alcohol, drugs, or tobacco products is forbidden on the bus. Items associated with smoking, such as lighters and matches are also prohibited. This restriction includes field trips and school sponsored activities.
9. The bus driver or principal has the right to assign permanent seats to the students.
10. Students must wait their turn when boarding or leaving the bus.
11. If a student or group of students becomes boisterous or unruly (hitting, fighting, using

profanity, taking another's possessions), the driver will stop and notify the transportation office who will issue instructions.

12. Students should be at their stops at least five (5) minutes early. In bad weather, students are requested to wait fifteen to twenty minutes before returning home. In good weather, there is no limitation on the waiting time.
13. Parents of students suspended from riding the bus will be notified by phone or mail.
14. Parents who transport their children to school on a daily basis must notify the office in writing and be available at all times to pick up their children in the event of an emergency (early dismissal, etc.).
15. It is mandatory that students ride their assigned bus and conform to all rules and regulations.
16. If a student is suspended from school and from the bus on the same day, the bus suspension will take effect after the student returns to school. Both suspensions cannot be at the same time.

The above rules/regulations coupled with the offense levels below will indicate the disciplinary response that will follow:

### **LEVEL I**

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

Disciplinary Response:

Warning, student reprimand, parents notified

### **LEVEL II**

**Infraction:** Smoking, chewing, use of all tobacco products (Refer to Magistrate)  
Destruction of property (Refer to Magistrate) Fighting (Refer to Magistrate)  
Verbal/written threats, aggressions or insubordination towards the bus driver  
Possession or use of incendiary devices (Refer to Magistrate)  
Second LEVEL I violation

Disciplinary Response:

1-3 days bus suspension, parents notified

### **LEVEL III**

**Infraction:** Sex offenses (Conference with parents) Persistent harassment (student against student)  
Possession/transfer of drugs and/or drug paraphernalia and/or alcohol (Refer to Civil Authorities/Magistrate) Third LEVEL I violation ... or Second LEVEL II violation

Disciplinary Response:

Immediate 4-6 day bus suspension; parents notified



### LEVEL IV

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

Disciplinary Response:

Immediate 7-10 day bus suspension; or bus privileges denied for remainder of the school year; parent notified

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 guardians(s). The note 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 he/she 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 re-assigned to a different stop and/or route. All requests must 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
3. verified by a doctor's not
4. The route does not have to be changed or extended
5. The stop exists on the route
6. 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 encouraged 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 director.

## ADMISSION OF NEW STUDENTS

### **Records Policy**

Health records, specifically immunization records, must accompany a student at the time he or she is admitted to the GNA Educational Center. These records will be presented to the school nurse to determine that a student may be admitted as outlined in the Public School Code 1949.

It is also strongly recommended that a parent or guardian arrange for educational records, such as report cards, standardized test results and any educationally relevant psychological profiles to be provided prior to the student's arrival for admission. **The use of these records at the time of admission will help ensure an appropriate grade level, curriculum and section placement for the student. If these records are not provided at the time of admission, the placement of the student in any particular grade or section is temporary until such time official records are received and reviewed by a guidance counselor.**

Any student not residing with a parent or legal guardian of this district must file a Non-resident Affidavit (form 1302). Appropriate forms can be obtained in the office

## DISCIPLINE POLICY

### **Philosophy**

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

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

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

### **Guidelines on Discipline**

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

All members of the educational community share the responsibility for good discipline in our schools. Parents must be the first to foster self-discipline within the child at home.

The school can provide the setting for this training to be carried further, while enabling all

students to have the right to pursue their own educational needs without unnecessary disruption by others.

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

- Send the child to school as required by state laws (compulsory education laws apply to ALL students under the age of 17)
- 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 disease and is in as good health as possible in order to ensure effective classroom performance
- Guide the child from the earliest years to develop socially acceptable behavior, to exercise self-control and to be accountable for his or her actions
- Teach the child, by word and example, respect for the law, for the authority of the school and for the rights and property of others
- Know the rules of the school and the consequences for violation of the rules
- Help the child to develop an interest in learning and exploring a variety of fields of knowledge
- Become acquainted with the school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

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

- Attend school regularly and punctually
- Take advantage of the academic opportunities offered at school and make a conscientious effort in classroomwork
- 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
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process
- Assume that, until a rule is waived, altered, or repealed, it is in full effect
- Be aware of and comply with state and local laws
- Exercise proper care when using public facilities and equipment
- Make all necessary arrangements for making up work when absent from school

- 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:

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

For the protection of persons or property

## **BACKPACK USAGE**

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

### **Which students are required to use clear backpacks?**

Any student in grades 6-12 will be required to use a clear backpack.

### **Are mesh backpacks allowed?**

No, students are allowed to use clear backpacks only.

### **Can backpacks have mesh pockets?**

Yes, mesh side pockets are allowed on clear backpacks.

### **Are transparent colored backpacks allowed?**

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

### **Are stripes allowed to be on clear backpacks?**

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

### **Can clear backpacks have colored straps?**

Yes, colored straps are allowed.

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

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

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

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

### **What size do clear backpacks have to be?**

There is no size specification for backpacks.

### **Do lunch bags need to be clear?**

No.

### **Question: Are purses allowed?**

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

## METAL DETECTOR USAGE

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

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

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

## DRUG AND ALCOHOL POLICY

### *Definition of Terms*

**Drugs** - shall include alcohol or any malt beverage inclusive of wine coolers; designer drug(s), any over-the-counter drug not authorized by parent or school nurse, anabolic steroids; any drug from any of the four (4) classes of drugs - hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc., any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrate, tobacco and tobacco products such as cigarettes, chew/snuff, 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); Hydr - carbons (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 policy
  - 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 (SAP) Team.\*
5. Anyone caught distributing or selling drugs or encouraging drug usage in a drug free school zone will be referred to local authorities for a disciplinary response under Pennsylvania Act. 31.

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

## **SCHOOL SEARCH & SEIZURE POLICY**

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

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

### **1. Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present. If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon



prior approval of the principal or one of his superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

## **2. Locker Searches**

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

## **3. Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

## **4. Use of Canines**

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

## **5. Seizure of Illegal Materials**

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

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

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

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

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

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



8. 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).

## SUSPENSION & EXPULSION POLICY

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

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

### Purposes

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

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

Upon return from any 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. Parents who are not available by phone and who do not contact the school upon receipt of the written communication, must bring the suspended child back to school upon completion of the suspension.

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

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

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

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

***Any student suspended 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.***

## STUDENT DETENTION POLICY

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

The following should be observed when detaining a student:

1. Students/parents are to be given up to forty-eight (48) hours' notice concerning detention to arrange for transportation.
2. If the disciplinarian feels that one period is not sufficient, then 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 material/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.
6. Outside job-related responsibilities are not a reason for excusal from detention.
7. 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.**
8. Students cannot change the assigned detention on the day it is scheduled. Detention will be assigned far enough in advance (at least forty- eight hours) that there will be plenty of time to change their schedules.
9. Student cannot change their detention due to extracurricular activities. This means detentions will not be spread out to allow students to attend practices or games. If a student skips their detention and attends the extracurricular activity, further discipline will be taken which could include suspension from the extracurricular activity.

### DETENTION RULES:

Times for detention sessions:

Lunch – Corresponds to assigned lunch period

After School (Ed Center) 2:00 – 3:00

- 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!**

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

### **INTRODUCTION**

The following five tiered structure provides specific consequences for actions of students in a fair and consistent manner. The offences below are guidelines for behavior. The list is not all-inclusive and the offenses are examples. The administration reserves the right to assign a level disciplinary action to an unlisted infraction or elevate the level of an offense based on the severity of the infraction. An accomplice may receive the same discipline infraction as the offender based on the severity.

**Level I Infractions:** (Examples of Level I infractions include)

- Late to school/class three times
- Excessive/Inappropriate display of affection
- Leaving class without permission
- Technology violation
- Disrupting class
- Dress code violation

**Level I Disciplinary Action:** Level I infractions will result in a parent phone call, 1-3 days of detention and / or loss of student privileges. Repeat Level I infractions within the same discipline incident will result in a Level II disciplinary action.

---

- Late to class/school five times
  - Horseplay or unsafe behavior
  - Unauthorized use of electronic devices (i.e. cell phones, iPods, iPads, computers, google chrome books, smart watches, etc.). Cell phones are to be powered down in school and not utilized.
  - Inappropriate use of social media (photo/video posted or taken during school or bus)
- First Offense.**
- Deceptive behavior and lying to school officials in the course of an investigation
  - Inappropriate Conduct
  - Minor insubordination (work refusal, not reporting to lunch detention, out of seat, etc.)

**Level II Disciplinary Action:** Level II infractions will result in 1-3 days of detention, In-School-suspension, Out-of-School Suspension. and/or loss of student privileges. Multiple infractions of a Level II violation will result in a Level III disciplinary action.

---

**Level III Infractions:** (Examples of Level III infractions include)

- Targeting other students (threats)
- Late to school/class six or more times
- Cutting detention
- Cutting class
- Unexcused absences from school
- Cheating and academic dishonesty (student will receive a zero for the assignment)
- Forgery of documents / excuses
- Offensive and disrespectful language or gestures (may also result in fines and court costs)
- Reasonable suspicion of use of tobacco, vapes, or e-cigarettes on school property
- Unauthorized possession of another person's property
- Inappropriate conduct

**Level III Disciplinary Action:** Level III infractions will result in 3-5 days of In-School Suspension, or Out-of-School Suspension, and/or citation, and/or loss of student privileges. Students suspended for more than 3 days will be afforded an informal hearing with the building principal. Multiple infractions will result in level IV disciplinary action.

---

**Level IV Infractions:** (Examples of Level IV infractions include)

- Fighting/Physical Altercation
- Bullying
- Hazing
- Insubordination (disrespect to teacher/staff & blatant defiance to teacher/staff-profanity)
- Disorderly conduct/inappropriate conduct including after school and/or extracurricular activities
- Defacing school property/vandalism
- Possession/consumption/distribution/use of tobacco/alcohol on school grounds, a bus,

- and/or school sponsored events (counselling will be mandated)
- Possession/use of sexually explicit/suggestive materials-including clothing
- Stealing/theft
- Cutting school
- Inappropriate use of social media (photo/video posted or taken during school or bus)

**Second Offense.**

**Level IV Disciplinary Action:** Level IV infractions will result in 5-10 days Out of School Suspension, citation, and possible referral to the Superintendent and/or School Board for consideration of expulsion and/or alternative placement. Students suspended for more than 3 days will be afforded an informal hearing with the building principal. Level IV infractions will result in referral to law enforcement and/or the district magistrate. Students violating tobacco/vaping/alcohol policy will be automatically referred to the district magistrate and be required to attend counselling.

**Level V Infractions:** (Examples of Level V Infractions include)

- Assault on Student/Faculty/Staff
- Destruction of school property or student's personal property
- Violation of Weapons Policy
- Violation of Controlled Substance Policy
- Terroristic threats
- Aiding or risking a catastrophe
- Violation of Pennsylvania Penal Codes

**Level V Disciplinary Action:** Level V infractions will result in 10 days Out-of -School Suspension, citation, after an informal hearing with the building principal by the third day of the suspension. Students with level V infractions will be referred to the superintendent and school board for consideration of expulsion and/or alternative placement. All Level V violations are automatic referrals to law enforcement.

***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. \*\*\*\*\*

**Restrictive Movement:** The restrictive movement process has been formulated in an effort to avoid interruption in the student's educational program due to his or her misbehavior. Students may be placed on restrictive movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, and lateness to school.

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

---

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

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

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

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

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

## **CRIMINAL CODE DISORDERLY CONDUCT**

1. The purpose of this alternative administrative action is to insure a safe, orderly, and healthy educational environment.
2. The definition for disorderly conduct as found in Criminal Code Title 18, Section 5503, will be used by administrative staff.
3. In order to provide a safe, orderly, and healthy environment the Greater Nanticoke Area School District prohibits disorderly conduct in areas defined in Section 5503 in school buildings, on school grounds on school buses, and in any classroom, hallway or instructional area. The prior will also apply to students in school buildings when they are in use for public assemblies, parent/teacher conferences, adult education classes, auditorium, gymnasium, or other rooms in use for student presentations, athletics, etc.
4. The administration may file disorderly conduct charges, a summary offense through magisterial court of not more than three hundred dollars (\$300.00). These charges are in

addition to other alternative actions as defined in this policy .The school police officer will issue the citation a the time of the offense.

5. Section 5503. Disorderly Conduct (1972, Dec. 6, P.L. 1482, No 334, 1, effective June 6, 1973).

a. **Offense Defined.** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk therefore, he:

- (1) engages in fighting or threatening, or in violent or tumultuous behavior;
- (2) makes unreasonable noise;
- (3) uses obscene language, or makes an obscene gesture; or
- (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

b. **Grading.** An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if he persists in disorderly conduct after reasonable warning or request to desist. Otherwise disorderly conduct is a summary offense.

c. **Definition.** As used in this section the word “public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, any neighborhood, or any premises which are open to the public.

6. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school sponsored activity, or at other times as when necessary to maintain the educational environment. They may be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and the authority to deter- mine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

## **TOBACCO//SMOKING/Vapes/Juuls/ E-Cigarettes**

The Board recognizes that smoking and/or use of tobacco products presents a health hazard which can have a serious consequences to the user and the non-user. According to Section 3.5 of Senate Bill 26, the Board prohibits smoking and/or the use of tobacco products in school buildings, on school grounds, and on school buses. In addition to the school penalty imposed, Section 10.1, Act 145, of the Clean Indoor Air Act states, in part, that a violation of this section of the law shall be punishable by a civil fine of not more than fifty dollar (\$50.00).



## POSSESSION OF WEAPONS ON SCHOOL PROPERTY

- (a) **Definition** - Act 26 -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 be limited to any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle pepper spray, 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, and elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
- (c) **Defense** - It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course and is possessed for other lawful purpose.

### Possession of Telephone Pagers Prohibited

- (a) The possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school sponsored activities, and on buses or other vehicles provided by the school district.
- (b) The prohibition contained in subsection (a) shall not apply in the following cases, provided that the school authorities approve of the presence of the beeper in each case:
  - (1) A student who is a member of a volunteer fire ambulance or rescue squad.
  - (2) A student who has a need for a beeper due to the medical condition of an immediate family member.

## USE OF SURVEILLANCE CAMERAS ON SCHOOL BUSES AND/OR BUILDINGS AND GROUNDS

“The Greater Nanticoke Area School District reserves the right to monitor student behavior through the use of audio and video monitoring equipment on all buses”.  
(Policy #816)

The installation of surveillance cameras on school buses and within school buildings or on school property has been approved in order to monitor and record student behavior. Appropriate school district or bus company officials will review video tapes when they receive reports of questionable behavior on actions that endanger the safety of passengers or non-passengers and persons within school buildings or on school grounds. Behavior

that relates to vandalism or destruction of private or school property would also warrant use of the video recordings. If the recorded information demonstrates that serious misbehavior has occurred, officials will institute appropriate disciplinary action as stated in the Student Misconduct/Disciplinary Response Structure Guidelines.

Evidence collected with these cameras can and will be used to prosecute individuals guilty of improper behavior.

## **ATTENDANCE**

**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.

### **B. Excused Absence**

An “excused absence” includes the absence of a student for any of the reason set forth in the paragraphs below. Within three (3) school days from when a student returns to school after an absence, he/she must present a written note 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 timeframe, the absence will be recorded as a “legal absence.” Building Principal may use discretion to extend the 3 day timeframe for submitting excuses for extenuating circumstances, on a case by case basis.

#### **The types of “legal absences” are as follows:**

*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.*

1. *Death in the family.*
2. *Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year).*
3. *Impassible roads.*
4. *Emergency – school administrators will determine whether a specific circumstance qualifies as an “emergency” on a case-by-case basis.*
5. *Delay or absence of school bus.*
6. *Quarantine.*
7. *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 and counselors’ office. The principal will sign the completed form when the student’s records (attendance, disciplinary and academic) have been reviewed. Students who have a history of attendance issues, discipline issues and/or/ who are in academic jeopardy may not receive approval from the respective building administrator to take a family trip. The school administration shall only approve one family trip per student per year. Any subsequent family trips must be approved by the Assistant Superintendent or Superintendent. Family trips that are not preapproved by the school principal shall result in the student’s absence being recorded as illegal.*
8. *Court appearance.*
9. *Dental and medical appointments – Students who wish to leave the school for dental or medical appointments shall submit a note from the parent and/or an appointment card from the doctor to the school office prior to the appointment. **Students/ parents are asked to schedule medical appointments after school as much as possible.** The student must obtain written proof from the doctor/dentist that he/she appeared at the appointment, which **must be returned to the Attendance Office upon the student’s return to school, or the absence from school will be considered UNEXCUSED or ILLEGAL, depending on the age of the student.***

**C. 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.*

**D. Weather emergency**

*If the Superintendent orders the schools closed, parents are not required to end a written excuse for their child’s absence on that day. On days where the Superintendent has not closed the schools in the district but parents think conditions in their specific area are hazardous, they should keep their children home from school. In such cases, absences will be excused when verified by notes from parents that the absences are due to*

*hazardous weather conditions, provided the Superintendent and his/her designees will not allow this provision to become an excuse for unjustified irregular attendance and have the discretion to refuse excuses of this nature if they believe evidence exists to show the weather was not hazardous on a specific day.*

**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.

### ***E. 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 (8) 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.*

### **F. 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 — the next illegal absence, after the First Notice timeframe is closed, becomes a second offense and the appropriate administrator will issue a Second Notice to the student's parent(s)/guardian. Upon serving the Second Notice to the student's parent(s)/guardian, charges will be filed with the Magistrate

3. Hearing before the Magistrate — after charges are filed with the Magistrate, the student's parent(s)/guardian will receive notice of a hearing before the Magistrate. Both the truant child and the parent(s)/guardian must appear at the hearing. If the parent(s)/guardian show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense.

a) Upon conviction of a summary offense for failure to comply with compulsory attendance laws, the truant student's parent(s)/guardian will be sentenced to pay a fine, not to exceed three hundred dollars (\$300.00), and must pay court costs or be sentenced to complete a parenting education program.

b) If the parent(s)/guardian are not convicted, and the child continues to be truant and has reached the age of thirteen (13), and has been convicted of violating the compulsory attendance laws:

i. The child can be fined up to \$300.00 or be assigned to an adjudication alternative program; and

ii. The Pennsylvania Department of Transportation (PennDOT) will suspend the child's driving privileges for 90 days

iii. If the child is convicted of a second or subsequent violation, PennDOT will suspend the child's driving privileges for six months

iv. If the child convicted of a violation of compulsory attendance laws is unlicensed, that child will be ineligible to apply for a learner's permit or driver's license for 90 days after a first offense, or for six months after a second or subsequent offense. If the child is under sixteen years of age when convicted, suspension of operating privileges will commence upon the child's sixteenth birthday.

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

## A. 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.

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

1. Grades 6-8 - A student who is tardy to school after the bell rings for homeroom (6-8th 7:30 AM) must report directly to the main office with a parent/guardian and sign-in. A tardy slip will be issued to students in grades 6-8.

2. Grades 6-8 - Chronic unexcused tardiness cannot and will not be condoned. A student who is late for school more than four (4) times without an acceptable excuse will be assigned after-school detention. After eight (8) unexcused tardies the student will be referred to the magistrate.

3. Grades 6-8 - Students will be referred to the SAIP team, and parents will be notified when students accumulate seven (7) unexcused lates. The SAIP team will arrange for a conference to meet and discuss school concerns regarding attendance.

4. Students will not be counted tardy whenever a bus arrives late.

### Excused Tardiness

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

### Unexcused Tardiness

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

## B. 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 School Principal

***\*\*A Valid Photo ID is required\*\*\****

### ***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 on-line instruction not less than 2.5 hours per week per course. A student will not be granted credit for any semester course if absences from that course total more than seven (7) hours per quarter or for any full year courses that total more than twenty-eight (28) hours for the year. A student is not considered absent from class if she/he has logged into cyber service program and remained active during the minimum period required.

Except to the extent required by an individualized education program, Cyber service instruction will not be provided by the school district prior to the beginning of or subsequent to the end of the school year as annually approved by the Board of School Directors. Students enrolled full-time in the Cyber Service program must be actively engaged in their on-line courses a minimum of 2.5 hours to qualify for participation in extracurricular activities or practices on that day.

### ***H. Miscellaneous Provisions Relating To Attendance***

**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.



### **1. 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.

**2. 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.

**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.

## **LATE ARRIVALS**

Any student who comes to school late must report to the Main Office. Unless accompanied by a parent, a note of explanation from a parent/ guardian is expected. A pass will be issued and the student must then report to his/her **HOMEROOM TEACHER** and then to the class period at that particular time.

Chronic unexcused tardiness cannot and will not be condoned. A student who is late for school more than four (4) times without an acceptable excuse will be assigned after-school detention. Chronic lateness may also result truancy status.



## **INTERSCHOLASTIC ATHLETICS**

### **(Grades 7<sup>th</sup> & 8<sup>th</sup>)**

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

#### **Regulations**

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

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

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

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

# ACCEPTABLE USE POLICY FOR COMPUTING AND INTERNET ACCESS

## SECTION ONE: GENERAL COMPUTING POLICY

### 1. Acceptable use

In order to ensure smooth system operation, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following is prohibited.

- a) Applying for a user ID under false pretenses.
- b) Sharing your user ID with any other person. (If another person uses your ID, you will be solely responsible for the actions of that other person.)
- c) Deleting, examining, copying, or modifying of files and/o data belonging to other users without their prior consent.
- d) Attempting to evade or change resource quotas.
- e) Impeding other users through mass consumption of system resources, after receipt of a request to cease such activities.
- f) Using of facilities and/or services for commercial purposes.
- g) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- h) Copying programs purchased by you onto GNA School District computers and/or the network system, without the express, written consent of the GNA School District.
- i) Copying programs licensed to the GNA School District for personal use.
- j) Abusing computer equipment.

### 2. Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Using systems and/or networks in attempts to gain unauthorized access to remote systems.
- b) Using systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote/local system.
- c) Decrypting system or user passwords.
- d) Copying system files
- e) Copying protected materials, such as third-party software, without the express written permission of the owner of the proper license.
- f) Attempting to secure a higher level of privilege on network systems.
- g) Willfully introducing computer "viruses" or other disruptive/ destructive programs into the computer and/or network or into external computers and/or networks.
- h) Intentionally attempting to "crash" network systems or programs.

## SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students in GNA School District. This access is being offered as part of a collaborative project involving GNA School District and the Luzerne Intermediate Unit

We are pleased to bring this access to GNA School District and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence in the GNA Area School District schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- electronic mail communication with people all over the world;
- access to many University Library Catalogs, the Library of Congress, and ERIC;
- discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment;
- public domain and shareware of all types;
- information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. GNA School District and the LIU 18 have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, GNA School District, and the LIU 18 firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a GNA School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including but not limited to, criminal

Prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance

## INTERNET ACCESS - TERMS AND CONDITIONS

### 1. Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work.

The use of your account must be in support of education and research and consistent with the educational objective of the GNA School District. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, or threatening or obscene material, and criminal activity.
- c) Use for commercial activities by the user is not permitted. Use for product advertisement or political lobbying, including lobbying for student body office, is prohibited
- d) Do not use the network in any way that would disrupt network use by others.
- e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.

### 2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a GNA faculty member pertaining to proper use of the network.) The system administrator may close an account at any time. An administrator, faculty member, or staff of GNA School District has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts

### 3. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include but are not limited to, the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages.

Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- a) All communications and information accessible via the network should be assumed to be private property.

#### **4. Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Use electronic mail (e-mail) appropriately. Electronic mail is not guaranteed to be private. System administrators do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- b) Forgery (or attempted forgery) of electronic mail is prohibited.
- c) Attempts to read, delete, copy, or modify the electronic mail of other users is prohibited.
- d) Attempts to sending harassing, obscene and/or threatening e-mail to another user is prohibited.
- e) Attempts at sending unsolicited junk mail, "for profit" message or chain letters is prohibited.

#### **5. Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify system administrator, or e-mail the Internet Administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

#### **6. Vandalism**

Vandalism by a user will result in cancellation of his or her privileges. Vandalism is defined as any malicious attempt to harm or destroy property of another user, or any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

#### **7. Updating Your User Information**

If any information on your account changes (e.g. telephone number, location, home address), it is your responsibility to notify the system administrator.

#### **8. Services**

GNA School District and the LIU 18 make no warranties of any kind, whether expressed or implied, for the service it is providing. GNA School District and the LIU 18 will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. GNA School District and the LIU 18 specifically deny any responsibility for the accuracy of quality of information obtained through its services.

## BULLYING POLICY

### **Bullying**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school 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.

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

### **Cyberbullying**

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

- a. Sending or posting cruel messages or images
- b. Threatening others
- c. Excluding or attempting to exclude others from activities or organizations.
- d. Starting or passing on rumors about others or the school system.
- e. Harassing or intimidating others.
- f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
- g. Sending or posting harmful, untrue or cruel statements about a person to others.
- h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
- i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
- j. Engaging in tricks to solicit embarrassing information that is then made public.

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

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

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

## WELLNESS POLICY

The Greater Nanticoke Area School District recognizes that student well-ness 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 students wellness. The report may include:

- Assessment of school environment regarding student wellness issues.
- Evaluation of food services program.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Recommendations for policy and/or program revisions.
- Suggestions for improvement in specific areas

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

- Superintendent.

### **Wellness Committee**

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

- 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 inter- scholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
- Extended periods of student inactivity, two (2) hours or more, shall be discouraged.
- Physical activity breaks shall be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- Physical activity shall not be used as a form of punishment.

### **Physical Education**

- Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health- enhancing physical activity.
- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Physical education shall be taught by certified health and physical education teachers.
- Appropriate professional development shall be provided for physical education staff.
- Physical activity shall not be used as a form of punishment.

### **Other School Board Activities**

- District schools shall provide adequate space for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
- Meals provided shall be scheduled at appropriate hours.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Access to the food service operation shall be limited to authorized staff.

- Food shall not be used in the schools as a reward or punishment.
- The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.
- Goals of the Student Wellness Policy shall be considered in planning all school based activities.
- Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
- Administrators, teachers, food service personnel, students, parents/ guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.
- The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
- Excludes modifications included in Individualized Education Plans (IEP) or Behavior Intervention Plans (BIP).

### **Nutrition Guidelines**

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

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

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

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

### **Safe Routes to School**

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

## TITLE 1 – SCHOOL-PARENT COMPACT

The GNA Educational 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 school year 2021-2022.

### School Responsibilities

The GNA Educational 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 school offers a standards-based aligned curriculum in cross- curricular areas. Interventions are provided to all students based on data provided in various means.

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 12, 2021** from 1:30-6:30 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 12, 2021** 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.
6. **Recognize students' unique individual differences and plan for all students' success.**

## **Parent Responsibilities**

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

**Describe the ways in which parents will support their children's learning such as:**

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television 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 advisor or policy groups.

## **Student Responsibilities**

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

**Specifically, we will:**

Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes 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 Educational 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 or 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 inform 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- ate, 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 as- signed or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning or 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

1. Discuss the situation with the classroom teacher.
2. If the situation cannot be resolved with the teacher, discuss it with the building principal.
3. If the situation cannot be resolved at the building level, discuss it with the District Principal in Charge of Curriculum and Instruction.
4. If no resolution is reached discuss the situation with the Greater Nanticoke Area School District Superintendent.
5. If no resolution is reached, please contact:

George Raynes  
 Division of Federal Programs, 7th Floor 333 Market Street  
 Harrisburg, PA 17126  
 717-787-7815

## **Greater Nanticoke Area School District Policy for Title I Parent Involvement**

The Greater Nanticoke Area School District is committed to the belief that all children can learn and acknowledge that parents share the school's commitment to the educational successes of their children.

The Greater Nanticoke Area School District recognizes that a child's education is a responsibility shared by the school and family and agrees that to effectively educate all students, the school and parents must work as knowledgeable partners.

We define parent and family involvement as an ongoing process that assists parents and families to meet their basic obligation as their child's first education , promotes clear two way dialogue between home and school and supports parents as leaders and decision makers at all levels concerning the education of their children.

To this end, a written plan for Title I parent involvement that establishes programs and practices to enhance parent involvement and reflect the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and provide a sense of direction for designing initial and on-going activities.

The plan, which may simply consist of a school-parent compact, will support the development, implementation and regular evaluation of the parent involvement program by parents. Implementation of the plan will be a priority of the school community.

If you have any questions regarding this policy, please contact District Superintendent's Office at 570-735-1270

September 7, 2021

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

## PBIS

School-wide PBIS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students.

### PURPOSE

The purpose of the GNA Educational Center's Positive Behavior Intervention and Support Program, is to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence.

### MAJOR COMPONENTS:

Common approach to discipline  
Positively stated expectations for all students and staff  
Procedures for teaching these expectations to students  
Continuum of procedures for encouraging demonstration and maintenance of these expectations  
Continuum of procedures for discouraging rule-violating behavior

### EXPECTATIONS

#### • RESPECT •

Yourself - Others - Your School

#### • RESPONSIBLE •

Be Involved - Interact with others in a caring way

Use positive tone of voice and body language - Have Fun

#### • READY •

Be there - Make good choices

Carry and use student planner

Be prepared Complete class work - Complete homework - Study

In order to go to the big events held at the end of every quarter, you need to have the following requirements:

1. No office referrals for discipline
2. Attendance- no more than 2 days absent and/or 2 days tardy



## SPECIAL EDUCATION PROGRAMS AND SERVICES

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

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

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

For more information on Special Education Services please visit our website.

**To contact the Directors of Student Services/Special Education, please call 570-735-7781 or email: [buckleym@gnasd.com](mailto:buckleym@gnasd.com)**

### ***1. What Special Education Programs and Services are available in the Greater Nanticoke Area School District?***

Greater Nanticoke Area School District provides a full range of special education programs and services. Learning Support (K-12), Emotional Support (3-12), Life Skills Support (K-2, 5-12), Speech and Language Support (K-12), Gifted Support (K-12), Autistic Support (K-6) Programs are offered at the Elementary, Middle and High School levels. In addition, the School District also provides support and services for students with physical disabilities or hearing and vision disabilities.

For students who have need of Emotional Support (k-1), Life Skills (3-4), Autistic Support (7-12) Programs or Vision and Hearing Programs, the School District provides services in cooperation with neighboring school districts and the Luzerne County Intermediate Unit.

In addition to the Support Programs listed, the Greater Nanticoke Area School District also provides occupational therapy, physical therapy, speech and language therapy, vision and hearing therapy, psychological counseling and nursing services to students who qualify for special education services or who qualify for services under the Protected Handicapped Students Act. Adaptive physical education is provided for any student who has need of those services.

Special transportation is provided for students who are unable to access regular transportation in the district due to a disability.

## **2. How are students referred for Special Education Programs and Services?**

There are several ways in which students may be referred for Special Education Programs and Services. The District conducts on-going screening activities at all levels to identify students with special needs. All children who are registered for kindergarten during the announced kindergarten registration period will be screened. The screening activities include: fine and gross motor control screening (small and large muscles), speech, language and cognitive readiness skills.

All other screening activities are ongoing and include:

- Teachers' observations of students
- Standardized group tests, both intellectual and academic
- Vision and hearing screenings
- Speech/language screenings
- Review of cumulative files including attendance and health records
- Fine and gross motor screenings
- Support and monitoring from building teams
- Child Study Team screening

If the screening activities suggest that a student may be having difficulties within the classroom, the student may be referred to the Child Study Team for further screening and support services. If, however the screening activities suggest the presence of a disability or the student demonstrated outstanding intellectual or creative ability, the student is referred to the Multidisciplinary Team for a Comprehensive Evaluation.

Parents or guardians who feel that their student may have a disability or possesses outstanding intellectual or creative ability may request screening be done at any time.

### **1. How do I request screening or evaluation activities for my child if I suspect that he/she may have a disability or is gifted?**

If you feel that your child may have a disability or is gifted, please call the guidance counselor in the building your child attends. He or she will initiate the screening procedures at your request. Parents of elementary students may also request the assistance of the Child Study Team.

Although we encourage parents to have their child screened first, they may request an evaluation for special education services at any time. Requests for an evaluation must be made in writing on a form, which can be obtained from the Special Education Office. Parents are notified of their due process rights at that time.

### **2. What is Child Study Team?**

The Child Study Team is a team of people made up of the Building Principal, the Classroom Teacher, the Parent, School Psychologist, and other personnel as deemed necessary. The Child Study Team assesses the needs of students who are experiencing difficulties in school. They provide specific instructional support services as needed. The effectiveness of the specific instructional support services is monitored. If the services are successful, no further action may be needed. If, however, the needs of the students have not been met, the team may request a multidisciplinary team evaluation for special education services.

**1. *How can I be certain that information about my child will be kept confidential?***

The Greater Nanticoke Area School District recognizes its responsibilities under The Family Educational Rights and Privacy Act of 1974 (FERPA) to protect the

Right of the students and parents against infringement of privacy, misinterpretation of data, and inappropriate use. Therefore, written consent will be obtained prior to the release of any personally identifiable information to any party, except to the extent that the Act and the regulations authorize disclosure without consent.

Directory information such as the student's name, address, telephone number, date and place of birth, grades, attendance record and standardized test results may be released without prior consent unless the parent gives written notice to the school district.

Copies of the Student Record Policy of the Greater Nanticoke Area School District may be obtained by contacting the building principal.

The McKinney-Vento Homeless Act 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:

**Principal Mrs. Valerie Bartle**

**Please call 570-735-7781 or email: [bartlev@gnasd.com](mailto:bartlev@gnasd.com)**

## ***IMPORTANT PHONE NUMBERS***

Principal's Office	Mr. Bruza	(570) 735-2770
Guidance Office	Mrs. Shultz	(570) 735-7025
Superintendent's Office	Dr. Grevera	(570) 735-1270
School Nurse	Ms. Brennan	(570) 733-1000
Transportation Director	Mrs. Yezefski	(570) 735-5066
Athletic Director	Mr. Bartuska	(570) 735-8535
Business Manager	Mr. Melone	(570) 735-7783
Supervisor of Bldg. & Grounds	Mr. McMahon	(570) 735-2453
Metz Food Service	Mr. Kluck	(570) 735-8534
Special Education	Ms. Buckley-McMahon	(570) 735-1701

**Greater Nanticoke Area School District**  
**Main number (570) 735-7781**  
**Administrative Office (570)735-7783**  
**Educational Center Office (570)735-2770**

## 2021-2022 School Calendar

Greater Nanticoke Area School District

427 Kosciuszko Street  
570-735-7781 gnasd.com  
Nanticoke, PA 18634

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sept 1st, 2nd, & 3rd Teacher In-Service Days  
(No School Students)

Sept 6th Labor Day (School Closed)

Sept 7th First Day of School for Students

Oct 8th Act 80 Day (School Closed)

Oct 11th Columbus Day (School Closed)

Oct 28th 1/2 Day (Students/Teachers)

Nov 11th Veteran's Day (School Closed)

Nov 12th Parent Teacher Conferences

In-Service Day (No School Students)

Nov 25th-29th Thanksgiving Recess (School Closed)

Dec 24-31 Winter Recess (School Closed)

Jan 17th Martin Luther King Jr. Day (School Closed)

Feb 21st President's Day (School Closed)


April 14th-18th Spring Break (School Closed)


May 6th Act 80 Day/Prom (School Closed)


May 30th Memorial Day (School Closed)


June 9th Last Day of School/Graduation


 1st Day of School


 In-Service Day (No School Students)

 School Not in Session

 Act 80 Day (No School Students)

 1/2 Day

 May 6th PROM

 Last Day of School/Graduation Day

Jan 17th, Feb 21st, April 14th, June 8th, 9th & 10th  
Snow Make Up Days

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

