

Middle School Handbook 2022-2023

Pennbrook * Penndale * Pennfield

Revised 9/28/22

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Communication to Families

Providing up-to-the-minute accurate information in emergency situations is extremely important. NPSD uses a software program to send messages to specified telephone numbers and email addresses of your choice within a matter of minutes. Examples of when this system is used include school closings due to power outages, security threats, or early dismissals in the case of bad weather. NPSD will continue to use NPTV, www.npenn.org and local media outlets for public communication. It is important that you make sure your contact information is up-to-date and accurate by notifying your school office when changes are made. This will enable the district to disseminate information to all of its families and staff members in the most time-efficient manner possible.

Snow Closing/Inclement Weather

On snowy/icy mornings, tune in to North Penn Television (NPTV) on Comcast Cable channel 28 and Verizon FIOS channel 29 for the fastest information concerning school delays and closings. You can also log on to the North Penn School District website at www.npenn.org, “like” and follow NPSD on Facebook at www.facebook.com/NorthPennSD or follow NPSD on Twitter at www.twitter.com/NPSD.

Local television stations are also notified if schools are closed or delayed. If weather conditions worsen during the school day when school is in session, district officials may call for an early dismissal and utilize the emergency notification system.

When schools remain open during inclement weather, the district recognizes the basic right of parents and guardians to decide whether or not to send their children to school under such conditions. Such absences will be excused. Parents and students should also recognize that school buses may be delayed.

I. General Information

Assemblies

Assemblies are a part of the educational program of our school. All students are expected to be considerate of the presenters and other listeners. Conversations and distractions are inappropriate. Discourteous behavior may cause removal of those responsible.

Bicycle Racks

Bicycle racks for parking bikes are available. Students should lock their bikes.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school community. For the 2022-2023 School year, lunches will not be free, as in the past two years. However, in order to encourage good nutrition, a well-balanced breakfast and lunch are offered at reasonable prices. Families in need are encouraged to complete our [meal benefit application](#) to ensure funding to support our entire district and our families. Beverages and sensible snacks are also sold through the serving lines each day.

Students should: (1) return all trays, (2) leave the table and the floor around your seat in a clean condition for others, and (3) conduct themselves in an orderly fashion.

Food may not be removed from the cafeteria. The school maintains a closed lunch period and students are not permitted to leave the school for lunch. Large quantities of food for celebrations or birthday parties are not permitted during normal lunch periods. Students are not permitted to receive food from outside food delivery platforms (GrubHub/UberEats/DoorDash etc) during the academic day. Members of the professional staff are assigned to the cafeteria to maintain student management and control. Misuse of the cafeteria will result in suspension from the cafeteria and an assignment to a special lunch area. Use of electronics in the cafeteria during lunch or any other time is at the discretion of the principal.

Dress Code

The North Penn School District seeks to develop an environment that embodies its universal values of achievement, kindness,

collaboration, respect, responsibility, resilience, and integrity. We recognize the power in respecting, understanding, and celebrating human differences and strive to provide a healthful environment in which students, staff, and our greater community can continuously learn and embrace change. This outline of student attire expectations is intended to convey the district's intent to sustain a community that is inclusive of a diverse range of identities.

- Certain body parts must be covered at all times, for all students; clothing must be worn so that genitals, buttocks, and nipples are completely covered with opaque material.
- Students must wear a shirt and pants (or equivalent), or a dress, and shoes
- Undergarments should not be visible
- Attire or accessories that could pose a safety risk or could be used as weapons are not permitted
- Attire can not contain references to, suggest, or display hate speech, drugs, alcohol, weapons, violence, pornography, vulgar or obscene language, or images/language that creates a hostile or intimidating environment.
- Hoods, hats, and head coverings are permitted in hallways and common spaces. Staff reserve the right to request that a student remove a hood for practical purposes in the classroom.
 - Head coverings worn for religious reasons are permissible at all times
 - Ski masks and balaclavas are not permissible
- A student's face must be visible
 - Face coverings for religious reasons are permissible at all times.
 - Sunglasses for nonmedical purposes should not be worn in the building

Student Attire Enforcement:

It is the intention of the administration and staff to be respectful and supportive of students at all times. To that end, the following procedures should be followed when addressing attire concerns whenever practicable:

- A staff member who has a concern regarding a student's attire should contact the main office or assistant principal.
- When sharing the concern, the staff member shall explicitly state why the attire violates the expectations as outlined above.
- Every effort should be made to have an administrator and a trusted adult meet with the student to share the concern. If a trusted adult is not available, an additional adult shall be present for the entirety of the conversation. The student should be afforded the opportunity to have their parent or guardian participate in the conversation via telephone.
- The student shall not be forced to wear a school-issued t-shirt or garment.
- In extreme cases, a parent or guardian can be contacted to have alternative attire brought to school to be worn for the remainder of the day.

Education for Children and Youth Experiencing Homelessness: McKinney-Vento

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. The federal and state laws pertaining to McKinney-Vento make our responsibility clear.

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, eviction or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law ensures that students experiencing homelessness receive a free and suitable public education by removing barriers to school enrollment including full, daily participation in school activities, including:

- Immediate enrollment
- Free and reduced school lunch

- Help from school/district with any necessary enrollment documents
- Help from school/district in setting up transportation service (if the student qualifies)
- Help from school/district with basic school supplies
- Help from school/district with any basic clothing needs
- Help from school/district with basic high school graduation needs and expenses

Contact Information

Dr. Mike McKenna, Director of Elementary Education and McKinney-Vento Liaison
215-853-1045 | mckennmr@npenn.org

Mr. Steve Duff, Home and School Visitor
215-853-1715 | duffsm@npenn.org

Mr. Steve Christman, Home and School Visitor
215-853-1301 | christsm@npenn.org

Kathy Birsa, Site Coordinator
215-348-2940 | kirsa@bucksiu.org

Michelle Connor
Regional Coordinator
215-348-2940 | mconnor@bucksiu.org

Where can I find more information for Pennsylvania?

You can visit the PA Education for Children and Youth Experiencing Homelessness site at <https://homeless.center-school.org>.

Homebound Instruction

Homebound instruction is a short-term educational process serving as a bridge to a student's education in the event they have a temporary medical condition preventing daily school attendance. Homebound is initiated through the guidance counselor or school nurse. Assignment of homebound instruction is based only upon medical recommendations and reviewed by administration for approval. Initial approvals are limited to no more than four (4) instructional weeks; should students require additional time, an extension request for up to 30 additional instructional days must be submitted and reviewed for approval. Instruction for homebound is limited to one hour per week for each of the five major subjects.

Homework

Homework is a necessary part of each student's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Homework assignments should average a minimum of five academic hours, one hour per subject per week. This will be representative of core academic disciplines, but may include other subjects. Assignments designed for daily lesson reinforcement cannot exceed 10% of a student's grade.

Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due.

Additional information in regard to Homework can be found in accordance with Administrative Regulation 130.

Items Not Permitted in Academic Settings

Balloons, skateboards or iPads brought from home, laser devices and video cameras are prohibited by students on school premises during the school day unless a request is received from the student's parent or guardian and approved by the superintendent or his/her designee. Additionally, students are at all times prohibited from using camera phones or any videotaping device to photograph, capture an image of or videotape another student on school grounds or buses without the student's knowledge and expressed consent. If these items are found to be in use during school hours, they will be confiscated and held in

the main office. Tobacco products of any kind are prohibited, as are lighters and matches. Students who do not adhere to this regulation will be disciplined according to the North Penn School District Code of Student Discipline and Responsibilities.

Lockers

Students are not assigned school lockers. Should a student require the use of a locker, one may be assigned to them. Students with such a need must make the request in writing and submit it to their School Counselor. Lockers may be used to store personal possessions and books. Students have the responsibility to maintain clean, sanitary lockers. Any difficulties with lockers should be reported to the School Counselor. Students will be responsible for any damage to the lockers assigned to them. Lockers are the property of the district and are subject to search.

Lost and Found

Students who find lost articles are asked to take them to the "lost and found." Lost articles which are not claimed within a reasonable time will be given to a designated charitable institution.

Physical Education Regulations

All students are required to: (1) Wear neat and clean regulation physical education uniforms, marked with the owner's name. (2) Remove all earrings and jewelry. (3) Bring a sweatshirt and sweatpants for chilly days when classes are held outdoors. (4) Bring a towel, if needed. Students may be required to purchase gym suits from their building level Physical Education Department.

Policy Statement

The North Penn School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, genetic information, or disability/handicap in its programs, activities, and employment and contracting practices. Inquiries regarding the District's nondiscrimination and harassment policies should be directed to the attention of the Title IX Coordinator, contact details can be found [here](#).

Positive School Culture

Positive School Culture may be divided into three categories: (1) Courtesy and Respect - toward teachers, fellow students, and the officials of the school activities; (2) Pride - in everything our school endeavors to accomplish and has accomplished; (3) Sportsmanship - showing respect for your opponent and graciousness in winning and losing. Positive School Culture means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep scholastic and behavioral standards at the highest possible levels.

Programs For Gifted Students-Chapter 16

In compliance with state law, services designed to meet the unique needs of gifted students are provided. Students are identified individually based on guidelines and regulations embodied in state law under Chapter 16. Those students who possess superior intelligence scores and/or meet multiple criteria indicating gifted ability may receive services. Parental requests for evaluation and screening for gifted supports for a student should be made in writing to the director of special education; 401 E. Hancock St., Lansdale, PA 19446, 215-853-1060.

Programs For Individuals With Disabilities Education Act (Idea) Eligible Students: Chapter 14

In compliance with state and federal laws, notice is hereby given by the North Penn School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: autism, blindness or visual impairment, deafness or hearing impairment, intellectual disability, multi-handicapped, neurological impairment, other health impairments, physical disability, emotional disturbance, specific learning disability and speech and language impairment.

If you believe that your school-age child may be in need of special education services or related programs (or your young child age three to school-age may be in need of early intervention), screening or evaluation processes designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon written request. You may request evaluation at any time, whether or not your child is enrolled in North Penn. Requests for evaluation and screening are to be made in writing to the director of special education and student services, 401 East Hancock Street, Lansdale, PA 19446, 215-853-1060. For the complete annual public notice, please visit npenn.org, select “Central Office”, then click “Special Education Department”.

Protected Handicapped Students: Chapter 15/Section 504

In compliance with state and federal laws, the North Penn School District will provide to each protected handicapped student – without discrimination or cost to the student or family – those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits a major life activity. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the director of special education at (215) 853-1060.

These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

School Nutrition Services: Nutrition Guidelines for All Foods/Beverages at School

- All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.
- Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.
- Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable meal.
- For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.
- For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.
- Competitive (a la carte) foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). This includes but is not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers

Student I.D.

All students are photographed by the school photographer. Several picture packages are available for student purchase. One make-up day for absentees and retakes is scheduled, usually in November. The photographer provides I.D. badges at no cost to all students. Students are expected to have their I.D.s in their possession while in school or attending school functions. A \$5 fee is charged for replacing lost or missing I.D. badges.

Student Rights and Responsibilities

The Pennsylvania State Department of Education (PDE) has published a statement of student rights and responsibilities. This document complements the North Penn School District Code of Student Discipline and Responsibilities and is available in the building principal’s office. Students are encouraged to read these guidelines and meet with any administrator should a clarification be needed.

Technology

Guidelines for student use of computers and related technology are outlined in the district’s “Acceptable Use Policy” and on the Digital Learning portion of our website. Teachers are responsible for collecting Chromebooks from students at the end of the year if parents have not paid for summer use. Replacement of a lost/stolen Chromebook is the responsibility of the parent. Replacement costs for a Chromebook are posted on the website. All fees are paid through the outlined payment process on the

website, not at the school building. Please visit www.npenn.org, click on the "For Families" tab and view the "Digital Age Teaching & Learning Initiative" section.

Textbooks

For classes where a textbook is furnished, textbooks will be inventoried by the classroom teacher. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to or loss of a textbook will result in replacement cost for the book based upon the vendor's current prices for used textbooks. If a new textbook is lost within the first year of use, full replacement cost will be required at the time of loss. All fees must be paid in the school's main office.

Visitors to School

Student visitation during the school day is not permitted. All adults should report to the main office.

II. Transportation

Bus and Bus Stops

Bus schedules are made available in August through Infinite Campus. Each student is expected to ride the bus assigned to him/her at the beginning of the school year.

Students should adhere to the following guidelines (1) Be at the bus stop 10 minutes before the scheduled time of your stop. Wait at least one half hour, weather permitting, if the bus is late. Remain in an orderly fashion and respect the property of others. Wait until the bus comes to a complete stop before boarding. Keep all body parts inside the bus at all times. Be courteous to fellow students and to the bus driver. Remember that the same rules which apply while on school property also apply while riding the school bus. (2) The following behaviors are not acceptable on the bus and may result in disciplinary action (including bus suspension): loud talking; horseplay; throwing anything in or out of the bus; leaving seats while the bus is in motion; diverting the driver's attention; tampering with or vandalizing the bus.

Early Bus Arrival

Students who arrive at school early are to report to the cafeteria or other designated area.

Late Buses

Transportation will be provided on Tuesdays and Thursdays at 5 pm for students participating in most after school activities.

Student Walkers

NPSD will provide transportation for elementary students residing one and one-half (1.5) miles or more by the nearest public highway from the school in which the students are enrolled and for secondary students residing two (2) miles or more by the nearest public highway from the school in which the students are enrolled. Transportation will also be provided for students residing within the aforementioned limits when walking conditions to the school are found to be hazardous by the Department of Transportation. For more information [Board Policy #810](#).

Transportation Video/audio monitoring

The NPSD Board of School Directors has adopted a [Transportation Video/Audio Recording Policy #810.2](#) stating the use of video and audio recording equipment to maintain discipline and ensure the safety and security of students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles. Reviews of video/audio recordings are limited to the Principal, Transportation Coordinator, Superintendent, and/or his/her designee. However, video/audio recordings may be used in expulsion hearings if the video/audio recording provides evidence in the case. A request for viewing a video recording may be made by a student's parents/guardians if the student has been recorded and disciplinary action has been recommended. All requests must be in writing and addressed to the building principal.

III. ATTENDANCE

Attendance Procedures (To School):

1. Once a student arrives on school property, the student may not leave school property until dismissal time without administrative/parental permission. Parents/Guardians must contact the Main Office in order to provide permission to leave school property. Failure to comply with this procedure will result in disciplinary action.
2. Parents/guardians are required to call the school office and/or send in a written, signed excuse for all absences within three days of their return to school.
3. If written excuses are not provided within three school days of the date of absence or a parent phone call has not been received by the home office, the days of absence will be considered unlawful. Administrative Regulation 5144 explains the school response to unlawful absences.
4. Written requests for educational/family trips are required at least one week prior to the trip. The written request must be turned in to the attendance office. Trips of this nature should not exceed five days per year and are discouraged because they interrupt a student's academic progress. Students are responsible for all class work when on a family trip and/or educational trip.
5. Medical excuses will be required in cases of questionable absences and for absences exceeding fifteen (15) cumulative days per school year. Absences without medical excuse will be regarded as unlawful and will be subject to appropriate consequences.
6. After three days of unlawful absences, an Official Notice of Child's Illegal Absences will be mailed and a copy will be given to the home and school visitor.
7. The parents/guardians of students who have exceeded three unlawful absences for the school year will be invited to meet with school personnel in order to develop an Attendance Improvement Plan (AIP). These unlawful absences may then be referred to the district magistrate for possible fines or to Montgomery County Children and Youth.

Permissible Reasons for Absence from School

Please note the determination of whether the excuse properly contains satisfactory evidence of mental, physical or other urgent reasons shall be made exclusively by the school principal or his/her designee.

1. Personal illness
2. Quarantine of the individual home
3. Death in the immediate family
4. Impassable roads
5. Educational trip with parent or guardian. This must include a written request and pre-approval by the building administration.
6. Religious holiday
7. Suspension from school
8. Required court appearance
9. Exceptional urgent reasons-must pertain to the student as determined by the principal or assistant principal.

RETURNING ABSENCE EXCUSES

All absences from school will be treated as unlawful unless a parent/guardian provides a written excuse or has a phone conversation with an attendance secretary that contains satisfactory evidence of a mental, physical or other urgent reason for the absence. The determination of whether the excuse properly contains satisfactory evidence shall be made exclusively by the school principal or his/her designee. Examples of "mental, physical or other urgent reasons" include illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval. A written excuse or phone call must be provided to the school within three calendar days of the absence. North Penn School District does not accept notification for students' absences via email. In addition, repeat unlawful absences may result in referral to civil authorities for truancy proceedings.

First Unlawful Absence

1. Automated phone call by 10 am
2. Secretary phone call is made to notify of the absence by end of the date of the absence.



Second Unlawful Absence

1. Automated phone call by 10 am
2. Secretary phone call is made to notify of the absence by end of the date of the absence.



Third Unlawful Absence

1. Same phone call procedure will be followed from previous steps.
2. If unable to excuse absence, the following steps will be followed:
 - o Written notification is sent by school, copy given to home and school visitor and guidance counselor within 24 to 48 hours.
 - o Letter will inform parents of legal consequences of truancy and inform them of next steps if another unlawful absence occurs.



Fourth Unlawful Absences

1. Same phone call procedure will be followed from previous steps.
2. After receiving written notification from third unlawful absence and student has another unlawful absence, the school coordinates a school/family conference to develop an Attendance Improvement Plan (AIP) within one week.
3. Home & School Officer will notify parent of violation of AIP and that the absences will be prosecuted in accordance with truancy laws.



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|---|--|
| 4a. If parent agrees to AIP and there are no subsequent absences. Student attendance is monitored for compliance. | 4b. If there is a subsequent unlawful absence (whether or not parent agreed to AIP) at any time during the school year and three (3) days passed since parents received official notice of third unlawful absence. |
|---|--|



5. Home and school visitor determines if referral to local children and youth agency or a citation to the magisterial district judge is appropriate. Child Study Team will need to determine whether it may be appropriate to issue a permission to evaluate for the student.

Student Responsibilities

Students must attend all scheduled classes unless an absence is authorized. Not only is daily attendance required by the School Code of Pennsylvania, it is also essential for the successful completion of courses. Parents/guardians are asked to call the school by 8:10 am to report a student absent or tardy.

Tardiness Procedures - Tardy to School

1. Students are expected to arrive to first period classes before the bell rings.
2. Permissible reasons for tardiness to school are:
 - o Medical or dental reasons (documented by a medical provider in a written note to the home office)
 - o Social agency referrals
 - o Exceptional/urgent reasons - must pertain to the student as determined by the principal or assistant principal (explained in a written note to the office upon arrival)
3. Students who are late to school must report directly to the main office.

Tardiness Procedures - Tardy to Class

Students are expected to arrive on time to class. "On time to class" is defined as being in the classroom prepared to work when the bell rings to signal the start of the period.

Response to Unlawful Absences

Students Under the Age of 17: If written excuse or phone call is not provided for a student within three days of the absence, the absence will be unexcused. For students under the age of 17, any unexcused absence is considered unlawful. This process should be managed through the Child Study Team process at each school. Weekly report should be utilized to monitor student attendance at Child Study Team. All attendance information is available on the NPSD website under the "Attendance" tab.

Vacation/Family Trips

Parents or guardians who wish to take their children out of school for a vacation or family trip must submit a written request to the attendance secretary two weeks before the vacation or family trip. Students are responsible for obtaining advance assignments from their teachers and for making up all missed work and tests. NOTE: Students are allowed the same number of days to make up missed tests, assignments, classwork and homework as the number of days absent.

IV. Health & Safety

Accidents

Every accident in the school building, on the grounds at practice sessions or athletic events sponsored by the school must be reported immediately to the person in charge and to the health suite.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students. Other drills may be completed during the school year including Intruder, Shelter in Place and Evacuation Drills as specified.

Health Services

The health suite is located on the first floor, next to the guidance offices. School and staff nurses provide service for all students who may be ill or injured during the school day. If necessary, parents/guardians may be called to take their child home from school. The nurse is responsible for checking students with suspected contagious diseases. A student with a suspected contagious condition may be sent home from school. These students may return to school when specific guidelines have been met based upon the contagious condition.

Medications

Medication must be brought to the health suite in the original container for administration by the school nurse. At no time should students have any medication in their possession during the school day.

Prescription medication must be brought to the health suite in the original container accompanied by a note signed by a physician with the complete instructions for dispensing. A note from the parent/guardian giving permission to administer must also accompany the medication. Non-prescription/over-the-counter medication must be in the original container and labeled with the student's name, grade and date. A note signed by the physician and/or parent with complete instructions for dispensing must accompany these medications. The nurse will be unable to administer medication without the appropriate container or permission.

Records

The school nurse maintains health records for each student and conducts yearly state-mandated screenings for vision, height and weight. Hearing screenings are conducted in kindergarten through third grade. Scoliosis screening and a physical examination are required in sixth grade. A dental examination is required in first and third grades.

Student Insurance

All students will be covered during school time hours with a limited school accident insurance. The company name is Bollinger, Inc. (866-267-0092) and the insurance is underwritten by Monumental Life Insurance Company. As with any insurance, if you already have a primary insurance, your primary insurance at home should be used first.

Supplemental Accident Insurance

Supplemental accident insurance is also available to all students for purchase at costs that range roughly from \$27 to \$103. This supplemental insurance offers 24-hour accident coverage and also has a dental accident option. The insurance is to cover your student for accidents only. It is not medical insurance for regular illnesses. Application forms are available in each school upon request. Since this is limited insurance, parents are asked to read the descriptive folders very carefully before completing and returning the insurance form. Please note that a school district is usually not liable for accidents that occur during school time on a playground or in gym class, etc. It is for your benefit to purchase this insurance if you do not have any kind of medical or dental coverage for your child or if you are looking for supplemental insurance. NPSD recommends that all students be covered by accident insurance if they are not covered on a policy at home. Please see the aforementioned information on how to purchase school accident insurance if you are interested in doing so. In the event you need to submit a claim for an accident that occurred at school, the claim form will need to be obtained from the school with them having completed the school portion. If you have any questions or need assistance facilitating a claim, please contact the Business Office at 215-853-1011.

V. Grading

The NP Middle School grading system is designed to keep students and their parents informed of academic progress and of trends in scholastic performance. Students are encouraged to discuss their quarterly and final grades with their parents, teachers and counselor and to use the grades as a measuring stick for self-evaluation and for making educational decisions.

Keystone Exams

The Pennsylvania Department of Education has instituted Keystone exams as a measure of student mastery of state standards. The three exams are administered as an end-of-course exam in the areas of Algebra, Biology, and Literature (Grade 10). Beginning with the Class of 2022, Keystone proficiency on all three exams is a graduation requirement. Students who were enrolled in a Keystone-related course did not have the opportunity to take the Keystone Exams in the spring of 2020 due to the COVID-19 shutdown. While participation in the exam for these students is not required, the graduation requirement is still in place beginning with the Class of 2022. Act 158 provides five pathways for meeting the graduation requirements. These options are: (1) Keystone Proficiency Pathway, (2) Keystone Composite Pathway (this is a combined score of all three Keystone Exams), (3) Alternate Assessment Pathway, (4) Evidence-Based Pathway, and (5) Career and Technical Education Pathway.. For more information regarding Act 158 and the graduation requirements, please visit the PDE Act 158 webpage.

Current middle level students taking 2106AK class (Algebra 1) are expected to participate in the Algebra 1 Keystone Assessment in the Spring 2023. Current 7th grade students who are taking Algebra 1 will also be eligible to sit for the Algebra 1 Keystone Assessment in Spring 2023.

Final Exams

Final exams will be given in June to all students in the subjects of English, mathematics (except algebra 1), science, social studies, foreign language, business, reading and health. The value of the comprehensive final will be worth 16% of the student's final grade. A special schedule will be developed regarding specific times for each exam and for transportation. Final exams may not be completed earlier than the specified date in which they are supposed to be given. If a student is absent on the date of the final exam, the student must finish the exam at a later date specified by the principal.

Honor Roll

Students who maintain an average of 3.0 will be named to the honor roll at the North Penn middle schools. Students who maintain an average of 3.8 will be named to the distinguished honor roll.

Obligations for Students in Grades 7 through 11

All obligations should be resolved by the end of the school year or at designated times during the school year for students to participate in selected school activities. Unresolved obligations may result in future schedule assignments being withheld.

Promotional Requirements for Grades 7 & 8

Beginning in Grade 7, students begin the formal process of promotion based on satisfactory performance in the major subject areas of English, math, reading, science, and social studies. In Grade 8, the major subject areas are English, math, reading, world language, science, and social studies. When all major subjects have been successfully completed, (with the exception of reading and world language) promotion to the next grade is assured. When one or two major subjects have been failed, the student is expected to remediate the failed subject(s) through the North Penn Middle School Summer Program. The 7th and 8th grade summer program is held at North Penn High School. Individual exceptions to the promotion procedure must be approved in writing by the building principal.

Promotional Requirements for Grade 9

In Grade 9, decisions related to promotion and ultimately graduation are based upon units of credit earned through successful completion of required and elective courses. Members of the ninth grade class must earn a minimum of four credits for promotion to Grade 10. When one or two major subjects have been failed, the student is expected to remediate the failed subject(s) through the North Penn Summer Education and Enrichment Program. Students who have less than the four credits may be retained at the ninth grade level, be assigned ninth grade status at the high school with administrative approval, or attend Northbridge School. This determination will be made by secondary principals after remediation is completed and grades posted.

Graduation Credit Requirements

An NPHS graduate must have successfully earned 23 credits.

Promotion To:	Grade 10	Grade 11	Grade 12
Required Credits:	Minimum of 4.0	Minimum of 11.0	Minimum of 16.5

GPA

GPA will be calculated at the end of each academic year for all students and will be cumulative from Grades 9-12. Please refer to the NPHS Program of Studies for more specific information on GPA calculation procedures.

Reporting Procedures

All students receive academic reports four times each year for nine-week periods. Report cards and interims are posted on Infinite Campus Parent Portal (ICPP) approximately a week after the marking period ends. Parents can access HAC by visiting www.npenn.org, clicking on the “For Families” tab and selecting “Infinite Campus.”

Reporting Procedures for Grades 7 & 8

The following letters are used for reporting:

A+ (97-100)	B+ (87-89)	C+ (77-79)	D (65-69)	I Incomplete	WP Withdrew Passing	M Medical Excuse
A (90-96)	B (80-86)	C (70-76)	F Failure (Below 65)	P Pass	WF Withdrew Failing	N No Grade

Reporting Procedures for Grade 9

Ninth grade students should be aware of the fact that (1) the credits they earn are part of a four-year sequence toward meeting the requirements for graduation and, (2) the grades they receive are recorded on their high school transcripts when applying for college admission. The following letters are used for reporting (All numeric averages would be rounded to the nearest whole number):

A+ (97-100)	B+ (87-89)	C+ (77-79)	D (65-69)	I Incomplete	WP Withdrew Passing	M Medical Excuse
A (90-96)	B (80-86)	C (70-76)	F Failure (Below 65)	P Pass	WF Withdrew Failing	N No Grade
FINAL GRADE: E 50-64 (Remediation possible)			FINAL GRADE: F Failure (Below 50) (Cannot be remediated)			

Middle School Summer Program

Students who fail classes in English, social studies, mathematics, science, reading, health or physical education may (in most cases) remediate the failure by attending a five-week summer program. Additional information will be available in the Summer Education Brochure which may be obtained from your guidance counselor in June. Information can also be found by contacting the Counseling Department within your respective school building.

VI. Eligibility

Many activities are available for middle school students. Academic eligibility guidelines are: Athletes and students who are members of groups or clubs that meet on a daily or regular basis will be ineligible to participate if they are (1) failing two one-credit subjects or (2) failing a one credit subject and two partial credit subjects. If a student has an incomplete grade for two consecutive weeks in a subject, that incomplete grade will be considered a failure for that subject.

A student will be placed on probation for ten school days if the student is failing a one-credit subject and a partial credit subject, OR two partial credit subjects. If, at the end of the probationary period, the student is still failing a one-credit subject and a partial credit subject, OR two partial credit subjects, the student will become ineligible. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not meet the standards each week, the student shall be ineligible for the following Sunday through Saturday (PIAA Regulations). In cases where a student's work in the preceding grading period does not meet the standards of the eligibility guidelines for student athletes, the student shall be ineligible to participate in interscholastic athletics for 20 school days of the next grading period beginning on the first day report cards are issued.

VII. School Counseling Services

Counseling services are aimed at helping each student have the most successful school experience possible. Students are encouraged to expand their knowledge by building upon previous experiences, developing a deeper understanding of their strengths and needs and gaining an understanding of themselves and their relationship to the changing world in which they live. The guidance curriculum consists of structured experiences presented systematically through classroom and group activities. The purpose of the curriculum is to provide all students with information to plan and manage their own personal and career development, as well as their ongoing learning. Counselors work with students in large and small groups as well as individually. With parental permission, students who wish to work with others on finding solutions to concerns that prevent them from doing their best in school will have group counseling opportunities. Counselors are responsible for interpreting standardized test(s), such as the Stanford Achievement Test (SAT) and the Otis Lennon Scholastic Aptitude Test, and reviewing these results with students. If the need for a conference is urgent, students are asked to alert the guidance secretary who will see that a counselor contacts the student as soon as possible. The district's Family Welcome Center, located at the Educational Services Center, has a number of excellent books and pamphlets to help parents work with adolescents. These books are available to parents who wish to borrow them.

Change of Address

Please notify the Main Office and Guidance Office of your child's school if you change your address or telephone number.

Parent/Guardian Conferences

Parents/Guardians may make appointments for conferences with teachers, counselors or administrators by telephoning the school office.

Student Schedule Changes

Students are expected to accept responsibility for decisions they make in selecting courses. The deadline for schedule changes are available within the Middle School Program of Studies. After the deadline date, no change requests will be approved except those involving an error on the part of the school.

Transfer and Withdrawal Procedures

The procedure for transfer and withdrawal is as follows: (1) Transfer to another school district. Prior to the date of the move, parents or guardians should come to the guidance office to complete a transfer form, stating the probable date of the move, the new address and, if known, the school district into which you will move. (2) Withdrawal from school. The Pennsylvania state law requires a student to attend school regularly. The only legal excuses for prolonged absence or withdrawal prior to age 17 basically fall into these two categories.

Working Papers

Pennsylvania state law requires that all students under 18 obtain working papers before beginning work. Available in the main office, part-time working papers (yellow) must be completed by all students planning to work on any part-time basis. Preliminary, full-time (white) working papers must be completed before any student less than 17 years of age may withdraw from school. The completed form must be returned to NPHS by the student and parent or guardian. A birth certificate or other proof of age must be presented upon submission of the completed papers. More information on Working Papers can be found at www.npenn.org, in the "For Families" tab and by clicking "[Working Papers](#)."

VIII. Discipline

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

With an understanding of the purpose of discipline in a school, students may form a positive attitude towards it. Early in the year, students will meet with their Principal and Assistant Principal to review and discuss the discipline code of the North Penn School District.

Acceptable Use of Computer Network

The North Penn School District Board of School Directors has adopted [Acceptable Use Policy #6166](#) stating the appropriate and acceptable use of the school district computer network, including the district's connection to the Internet. Violations of this policy are subject to the provisions of the North Penn School District Discipline Code.

Student Bus Regulations-Students Riding School Buses

The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. Students who vandalize or damage a bus may be subject to immediate removal of riding privileges and will be required to pay for all repairs. No skateboards are allowed on the bus at any time. Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges and/or disciplinary action.

Detention

Detention may be assigned by any teacher or administrator for those students who have difficulty in conducting themselves properly. Students may be assigned detention for lateness to class or school, disruptive/inappropriate behavior, or any other misbehavior.

Detention is scheduled after school from approximately 3 pm-4:00 pm and in the morning from 7:30 am-8 am (teacher issued). Detention requires quiet study. Failure to serve detention is subject to further disciplinary action.

Harassment

It is the intent of the North Penn School District to prohibit harassment of a sexual, cultural or ethnic nature when made by any member of the school staff to a student or staff member and/or when made by any student to another student or staff member. All complaints should be directed to an administrator, guidance counselor or other adult in the school. All complaints will be investigated promptly and appropriate action will be taken. Additional information in regard to Discrimination/Title IX Sexual Harassment Affecting Students can be found in accordance to School Board Policy [103](#) & [103.1](#).

SAFE 2 SAY

Students, parents, and staff can report suspected bullying and harassment to the appropriate assistant principal or anonymously to 1-844-saf2say (723-2729). Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. To make an anonymous report, you can call 1-844-SAF2SAY (723-2729) or download the app at safe2saypa.org.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

HAZING

For purpose of [School Board Policy 247](#), hazing shall be defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Reporting

Students, employees, volunteers and parents/guardians who become aware of suspected hazing shall promptly report such activity to the school principal. If the school principal is involved in such activity, the report shall be made to the superintendent.

Reports of hazing, which may be submitted in writing or orally, shall be investigated and addressed in a timely manner by the principal or designee. The principal or designee shall prepare a written report summarizing the results of the investigation.

Enforcement and Penalties:

- Students who are found to have violated this policy shall be assigned appropriate disciplinary consequences in accordance with the Code of Student Conduct. Said consequences may include, but are not limited to, suspension from the organization and/or suspension from school.
- Volunteers and district employees who are found to have violated this policy shall be assigned appropriate disciplinary consequences. Said consequences may include, but are not limited to, removal from the position and/or suspension.
- Any individual who engages in hazing may, in addition to receiving consequences imposed by the District, be subject to criminal penalties.

Using Personal Electronic Devices

At all middle schools, students must keep their personal electronic devices in silent mode throughout the school day. Also, these devices should not be visible at any point throughout the school day. There are no earbuds allowed and this includes any kind of music earphones or headsets. Use of personal electronic devices in school bathrooms is also prohibited. More information on personal electronic devices can be found in accordance with [Board Policy 237](#).

Consequences for Personal Electronic Device Technology Violations:

1st time - verbal warning; 2nd time - confiscate, detention; 3rd time - confiscate, two detentions; 4th time - confiscate,; Subsequent times - confiscate, In-School Suspension (ISS), possible parent pick up

Responsible Use of Electronic devices

In accordance with [Board Policy 237](#), student use of cellular phones, personal music players, laser devices, video or cell phone cameras, and other personal electronic devices, on school premises, during the school day, on the school bus, or at school sanctioned events, is allowed as identified in this regulation.

Allowing electronic device usage and teaching students to use these devices responsibly is a valuable lesson in digital citizenship. Students are expected to abide by the guidelines while adhering to the digital citizenship guidelines of respecting yourself, respecting others, protecting yourself, protecting others and respecting and protecting intellectual property.

Schools are not responsible for lost, stolen, or damaged personal electronic devices. School district personnel will not provide technical support for the student's personal device, except to provide guidelines to connect to the North Penn Guest Wireless Network.

All student device use is at the discretion of the teacher and must follow all guidelines as outlined, in the mobile expectations and guidelines for use as well as the district level student handbook.

At the middle schools, students must keep their personal devices in silent mode throughout the day. These devices should not be visible at any point throughout the school day.

At the high school, students are permitted to use personal electronic devices in common areas including hallway, cafeteria and study halls. Students may have only one earbud in their ear. Over-the-ear earbuds are not permitted. Use of personal electronic devices in the classroom is at the discretion of the teacher.

Students may not possess personal electronic devices during the administration of high stakes tests such as, but not limited to, the PA Keystone Exam and PSSA.

Additionally, students are prohibited from using camera phones or any video recording device to photograph, capture an image of, or video record students or staff without permission on school property, school busses or at school sanctioned events.

If extenuating circumstances exist that require greater access to personal electronic devices than is afforded in this regulation, a parent or guardian may submit a written request to the superintendent, who will then approve or deny the request.

Personal electronic devices may be confiscated at any time if their usage does not comply with the guidelines above or if the device is used for any activity that is a violation of the law or the North Penn School District Discipline Code. Any violation of the guidelines for using personal electronic devices specified in this regulation is subject to disciplinary consequences.

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

Section 1317 - Authority of Teachers, Assistant Principals and Principals Over Pupils

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

Section 1318 - Suspension and Expulsion of Pupils

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

Section 1214 - Searches

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

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

It is the intention of NPSD to conduct unannounced canine general searches during the 2019-20 school year. The searches will take place among the NPSD secondary schools including Pennbrook, Penndale and Pennfield middle schools, as well as North Penn High School and Northbridge School.

Student Discipline and Attendance Responsibilities

NPSD administrators hope that parents/guardians and students will discuss this code and the serious implications it has for those who violate basic school rules. Whenever students, parents/guardians and school personnel understand the role and responsibilities of others, good working relationships are developed. Mutual confidence and respect will help to provide a secure place for all North Penn students.

Philosophy

We, the students, parents/guardians and staff of NPSD, believe that order and discipline are essential to an effective educational environment. Everyone in the school community must play a role in contributing to an orderly environment. An orderly school environment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary options and responses. To be effective, such a code must:

- Be preventative in nature.
- Promote self-discipline.
- Concern itself with the welfare of the individual as well as that of the school community as a whole.
- Promote a close working relationship between parents/guardians and the school staff.
- Stress the importance of daily school attendance.
- Discriminate between minor and serious offenses as well as between first time and repeated offenses.
- Provide disciplinary responses that are appropriate to the misbehavior.
- Be administered by all in a way that is fair, firm, reasonable and consistent.
- Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- Comply with the provisions of federal, state and local law as well as with the guidelines and directives of the Pennsylvania Department of Education.

Student Responsibilities

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
3. Attend school daily. When absent, bring in a signed excuse and complete missed school work as required.

4. Be punctual at all times.
5. Maintain personal cleanliness and wear appropriate clothing.
6. Respect school property and help to keep it free from damage.
7. Recognize that teachers and administrators assume the role of "parent/guardian" in matters of behavior and discipline during any school sponsored activities.
8. Make an earnest effort to do his/her best work.
9. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
10. Obey school regulations and rules made by school authorities and by the student governing body.
11. Read this code and seek interpretation of parts not understood.

Parent/Guardian Responsibilities

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents/guardians are urged to:

1. Exemplify an enthusiastic, supportive attitude toward school and education.
2. Build a good working relationship between themselves and their student, his or her teachers and the school.
3. Teach their students self respect, respect for the law and respect for others and public property.
4. Insist on prompt and regular attendance.
5. Listen to views and observations of all parties concerned before making a decision.
6. Recognize that teachers deserve the same consideration and respect that parents expect from their students.
7. Encourage their student to take pride in his/her appearance.
8. Insist that their student promptly bring home all communications from school.
9. Cooperate with the school in jointly resolving any school-related problems.
10. Set realistic standards of behavior for their students and be firm, fair and consistent in applying them.
11. Help their student learn to deal effectively with negative peer pressure.
12. Provide a place for study and completion of homework assignments.

Parents/Guardians should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

Teacher Responsibilities

Every teacher knows that he or she works every day with this nation's most precious commodity - the future generation. In view of this responsibility, the teacher must:

1. Promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
2. Plan and conduct a program of instruction that will make learning attractive and interesting.
3. Recognize that some disciplinary problems are caused by student academic frustrations, inadequate teaching and/or insensitive relationships.
4. Utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility.
5. Seek to develop close cooperative relationships with parents for the educational benefit of the student.
6. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
7. Teach the common courtesies by precept and example.
8. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
9. Help students cope with negative peer pressure.
10. Be sensitive to changing behavior patterns.
11. Enable students to discuss their problems with them.
12. Send communications home promptly.
13. Report to the principal any student who jeopardizes his/her own safety, the safety of other students or of the teacher or who seriously interferes with the instructional program of the classroom.
14. Be conscious of ethics in relationships with students, teachers and administrators.
15. Guide students to attain their full potential.
16. Serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law, Section 1317 (see School Laws).
17. Interpret the discipline code to students in their classes.
18. Enforce the code in all areas of the school.

Principal Responsibilities

As the educational leader of the school, the principal sets the disciplinary climate for the school not only for students but for staff as well. He/she must, therefore:

1. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. Evaluate the program of instruction in his/her school to achieve a meaningful education program.
3. Help his/her staff self-evaluate their own procedures and attitudes in relation to the infractions within their classrooms.
4. Develop procedures which reduce the likelihood of student misconduct.
5. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
6. Work with students and staff to formulate school regulations acceptable to all.
7. Assist staff members to resolve problems which may occur.
8. Work closely with parents to establish a wholesome relationship between home and school.
9. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
10. Establish necessary building security.
11. Assume responsibility for the dissemination and enforcement of the Code of Discipline and Responsibilities and ensure that all discipline cases referred are resolved promptly.
12. Ensure fairness, reasonableness, and consistency.
13. Comply with pertinent state laws governing hearings, suspensions and students' rights.
14. Develop behavior guidelines and an appeals procedure specific to his/her assigned school in harmony with this Code of Student Discipline and Responsibilities.
15. Exercise discretion in dealing with offenses involving primary students (K-3) following consultation with the director of elementary education.
16. Ensure that attendance personnel maintain accurate records and communicate attendance concerns to parents.

District Administration Responsibilities

As the educational leaders of the school system, the superintendent, assistant superintendent and respective directors must:

1. Reinforce and extend indicated Principal Responsibilities and make them applicable to the school system from grades K-12.
2. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
3. Develop and implement an effective Code of Student Discipline and Responsibilities supportable by students, parents, staff and community.

Suspension

Assignment to in-school or out-of-school suspension will be made in accordance with guidelines established in the NPSD Code of Student Discipline and Attendance Responsibilities.

Weapons on School Property

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

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

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

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

Disciplinary Structure

If a school discipline code is to be effective in reducing discipline problems, student misbehaviors must be put into categories from minor to major and must be related to appropriate disciplinary responses. Thorough knowledge of such information, students, parents and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school ensures that its disciplinary practices and procedures are consistent, reasonable, fair and equitable.

In accordance with the above, disciplinary infractions are categorized into four levels. In each level, a sample group of misbehaviors is listed along with a range of possible disciplinary responses. However, because of the nature of certain infractions, particularly in the most serious categories, a specific disciplinary response has been made mandatory.

<<SECONDARY DISCIPLINARY STRUCTURE STUDENT MISCONDUCT/RESPONSE CONTINUED ON NEXT PAGE>>

SECONDARY DISCIPLINARY STRUCTURE STUDENT MISCONDUCT/RESPONSE

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

Level	Description of Behavior	Examples (List is not all inclusive)	Procedures	School Responses
	Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly, and unemotionally.	- Cheating or lying - Classroom and/or school tardiness - Cutting class - Entry into unauthorized areas - Inappropriate attire - Inappropriate bus behavior - Inappropriate cafeteria behavior - Inappropriate classroom behavior - Inappropriate hallway behavior - Inappropriate language or gestures - Plagiarism - Unauthorized use of electronic devices	Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. A record of the offenses and disciplinary action is maintained by the staff member and/or administrator. Staff member must communicate with parent/guardian.	- Behavioral contract - Detention - Parent communication - Referral to Child Study Team (CST) - Special assignment - Temporary loss of computer privileges - Verbal reprimand - Withdrawal of privileges
	Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary response(s) has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.	- Abusive language - Bullying-type behavior - Continuation of unmodified Level I behavior(s) - Forged notes/excuses - Repeated classroom disturbance - Failure to serve detention assignments - Gambling - Hazing - Insubordination - Minor altercation - Possession of tobacco, e-cigarette, vaporizer - Throwing food in cafeteria	The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's action. A record of the offense and the disciplinary action is maintained by the administrator. Parent contact is made by both the teacher and the administrator.	- Behavioral contract - Detention - Law Enforcement Referral (LER) - Parent/Staff conference - Referral to Child Study Team (CST) - Restitution - Suspension - Teacher/schedule change - Withdrawal of privileges
	Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Many of these acts can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.	- All other forms of harassment/intimidation - Careless driving - Continuation of unmodified Level I/II behavior(s) - Disorderly conduct - Fighting (simple) - Leaving school without authority - Possession of paraphernalia (drug or alcohol related) - Racial/ethnic intimidation - Sexual harassment - Simple assault on student - Theft (minor) - Threatening school official/student - Throwing rocks, snowballs or other harmful objects - Use or sale of tobacco, e-cigarette, vaporizer - Vandalism (minor)	The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A record of offenses and disciplinary actions is maintained by the administrator. Restitution of property and damages is required through the student's own work wherever possible.	- Law Enforcement Referral (LER) - Parent conference and/or hearing - Referral to Child Study Team (CST) - Restitution - Suspension - Temporary removal from class - Withdrawal bus privileges
	Level IV misconduct involves acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors. The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.	- Aggravated assault on staff/student - Arson - Bomb threats - Continuation of unmodified Level I/II/III behavior(s) - Possession of handgun, rifle/shotgun, knife, cutting instrument, explosive, BB/pellet gun, other weapon or firearm - Possession/use of a controlled substance - Racial/ethnic intimidation - Reckless driving on school property - Risking a catastrophe - Sale or distribution of a controlled substance - Sale, possession, use or under the influence of alcohol - Sexual harassment - Simple assault on staff - Terroristic threats (excluding bomb threats) - Theft (major) - Vandalism (major)	The administrator verifies the offense, confers with the staff involved and meets with student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement and assist in prosecuting offender. A report is submitted to the superintendent for board action. Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year (Section 1317.2). Notwithstanding the foregoing, the superintendent may recommend discipline short of expulsion on a case by case basis.	- All proven offenses in LEVEL IV may result in a mandatory 10-day full suspension with an informal hearing. - Alternative placement - Expulsion - Law Enforcement Referral (LER) - Parent hearing - Referral to Child Study Team (CST) - Withdrawal bus privileges

