

North Schuylkill School District
Staff Handbook
2025-2026



Table of Contents

FACULTY HANDBOOK	1
PURPOSE	1
INTRODUCTION	1
PHILOSOPHY	1
ANTI-DISCRIMINATION	2
COMPREHENSIVE PLAN	2
MISSION	2
VISION	2
SHARED VALUES	2
ADMINISTRATION	3
2025-2026 SCHOOL CALENDAR	4
DISTRICT EXPECTATIONS	5
RIGHTS & DISCRIMINATION	6
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	6
CONFIDENTIALITY OF THE EDUCATIONAL ASSIGNMENT OF STUDENTS IN SPECIAL EDUCATION AND/OR IDENTIFIED AS EXCEPTIONAL CHILDREN	7
NON-DISCRIMINATION STATEMENT	7
SECTION 504 OF THE REHABILITATION ACT OF 1973	7
TITLE IX	7
SAFETY & SECURITY	8
SAFETY STANDARDS	8
EMERGENCY BUILDING EVACUATION	8
FIRE DRILLS – EMERGENCY PROCEDURES	8
SCHOOL SECURITY	9
TEACHER ATTENDANCE	10
TEACHER ABSENCE PROCEDURE	10
PERSONAL LEAVE	10
TEACHER ABSENCE PLANS	10
FLEXIBLE INSTRUCTIONAL DAYS (FID)	10
STUDENT ATTENDANCE	11
ATTENDANCE INVOLVING SCHOOL ASSIGNMENTS	11
AWARENESS	11
DRESS CODE	11
FACULTY DRESS CODE	11
PROFESSIONAL ATTIRE FROM NSEA CONTRACT	11
STUDENT DISCIPLINE	13
DISCIPLINE	13
DISCIPLINE NOTICE	13
DISCIPLINING A STUDENT at NSE	14
DISCIPLINING A STUDENT at JSHS	14
OFFICE REFERRALS	14
DISCIPLINE GUIDES	15
Level I	15
Level II	16
Level III	17
BUS DISCIPLINE	18
DETENTION	18
EXCLUSIONS FROM SCHOOL	18
EXPULSION	18
HEARINGS	18
OFF CAMPUS SUSPENSION	18
TEACHER SUPERVISION	19
TEACHER EVALUATION/OBSERVATION	19

DIFFERENTIATED SUPERVISION PLAN	19
DIFFERENTIATED OPTIONS AT NORTH SCHUYLKILL.....	19
GENERAL PROCEDURES FOR CHOOSING DSP	20
FORMAL OBSERVATION MODEL	20
WALK THROUGH OBSERVATIONS	20
COMPONENTS OF PROFESSIONAL PRACTICE	21
STUDENT ACADEMICS.....	22
EVALUATION OF PUPIL PROGRESS	22
GIFTED EDUCATION.....	22
GUIDANCE	22
HONOR ROLL (1 st through 12 th grade only).....	23
PROGRESS REPORTS (Grades K through 12)	23
TITLE I.....	23
STUDENT GENERAL PROCEDURES	24
ADMINISTRATION OF PRESCRIPTION AND OVER-THE-COUNTER MEDICATION	24
PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS.....	24
BULLYING/CYBERBULLYING POLICY	24
CAFETERIA BALANCE POLICY	24
EDUCATIONAL TRIPS	24
LOST AND FOUND.....	25
STUDENT WELLNESS.....	25
LIEP PROGRAM.....	25
TEACHER GENERAL PROCEDURES	26
ANNOUNCEMENTS – MORNING NEWS.....	26
ASSEMBLIES AND PEP RALLIES.....	26
BRING YOUR OWN DEVICES (BYOD).....	26
BUILDING ORDER AND CLEANLINESS.....	26
BULLETIN BOARD AND ROOM DECORATION	26
CLASS INTERRUPTIONS	26
CELL PHONE USE – PERSONAL	27
COLLECTION OF MONIES.....	27
CONFERENCES/SEMINARS/ETC.....	27
CONFIDENTIALITY	27
COPIES.....	27
DANCES	27
DECORATIONS.....	27
DUTY ASSIGNMENTS	28
EMERGENCY CLOSING OF SCHOOLS	28
FACILITY USE	28
FACULTY MEETINGS	28
FIELD/CLASS TRIP REGULATIONS	28
FUND-RAISERS	29
GIFTS.....	29
GUIDELINES FOR PLANNING TIME.....	29
GOOGLE CLASSROOM.....	29
INDIVIDUAL EDUCATION PLANS – IEP's/GIEP's	29
LESSON PLANS.....	29
MAILBOXES.....	29
MONTHLY GRADE LEVEL or DEPARTMENT HEAD MEETINGS	30
MOVIES	30
PARENT CONFERENCES.....	30
PERMANENT RECORDS POLICY	30
PSSA AND KEYSTONE EXAMS.....	30
RELEASE OF SCHOOL RECORDS	31
RELEASING STUDENTS FROM SCHOOL FOR INVESTIGATIONS	31
SALESPEOPLE	31

SEXUAL HARASSMENT	31
SIGNING OUT	31
SMOKING REGULATIONS	31
STAFF WORKDAY	31
STAFF ABSENCE	31
STAFF/STUDENT NON-FRATERNIZATION	32
SOCIAL MEDIA	32
STANDARDS ALIGNED SYSTEM	33
SUPERVISION	33
SUPPLIES	34
TEACHING POSITION TRANSFER REQUESTS	34
TRIP REQUEST FORM – PROCEDURE FOR COMPLETION	34
ELEMENTARY – MISCELLANEOUS	35
ESAP – NSE	35
GRADING	35
HOMEWORK POLICY	36
RECOMMENDED TIME ALLOTMENTS FOR HOMEWORK	37
DETENTION DUE TO MISSED ASSIGNMENTS	38
DETENTION PROCEDURES FOR HOMEWORK	38
JUNIOR SPARTAN ACADEMY	38
LUNCHROOM PROCEDURES – NSE	38
LUNCH SCHEDULES	39
PARTIES at NSE	39
PBIS at NSE	39
TIME SCHEDULE for NSE	40
DISMISSAL	40
JUNIOR/SENIOR HIGH SCHOOL – MISCELLANEOUS	41
ACTIVITY ACCOUNTS at JSHS	41
ATTENDANCE at JSHS	41
DUTY ASSIGNMENTS at JSHS	41
EXTRACURRICULAR ACTIVITIES at JSHS	41
FIELD TRIP GUIDELINES	41
GRADING at JSHS	41
HALL TRAFFIC at JSHS	42
LOCKERS at JSHS	42
PARTIES at JSHS	42
PASSES at JSHS	42
PRACTICES at JSHS	42
STUDENT ASSISTANCE TEAM – SAP TEAM – JSHS	43
CLOTHING SALES PROCEDURES	43
2025-2026 BELL SCHEDULE – JSHS	44

FACULTY HANDBOOK

PURPOSE

This handbook is intended to provide teachers with a general understanding of expectations, practices, and procedures. Teachers are encouraged to familiarize themselves with the contents of this handbook, as it will answer many common questions and concerns with the daily operations of the North Schuylkill School District.

This handbook, however, cannot anticipate every situation or answer every question that may arise. In order to retain necessary flexibility, the North Schuylkill School District reserves the right to update, revise, insert, or delete information contained in this handbook for the purpose of clarity or the adoption of new procedures when necessary. The only exception to this will be information which reflects official board-approved policy of the North Schuylkill School District. Changes or revisions to official policy follow specific protocol established for revision, retraction, or adoption of school policy.

INTRODUCTION

The communities of the North Schuylkill School District have entrusted to their school system the prime responsibility of providing appropriate educational opportunities for all of their youth. The school district strives to provide an educational climate in which each student attains maximum self-realization, acquires a sound body of knowledge, and develops values and ethical standards which emphasize their obligation to themselves and others. Students should learn the necessary balance between competition, self-discipline and freedom on the one hand, and a balance between competitiveness and cooperativeness on the other hand. With this balance they will be better able to participate in a democratic society.

This handbook has been prepared by the administrative staff and is published in order that the professional staff may function efficiently and effectively by having a thorough understanding of the District's educational plans, policies and procedures.

A review of the contents of this handbook will be conducted each year to determine those matters needing clarification or revision.

This handbook is the property of the North Schuylkill School District and should be kept at the teacher's desk as a ready reference.

In order that this material be thoroughly understood, it is desirable that time be devoted to study and discussion of the materials herein contained.

PHILOSOPHY

A democratic society is founded on the worth of each individual and the value of his/her unique contribution to that society. The District is committed to providing a system of education that will offer equal educational opportunities in accordance with a student's interests, abilities and needs, consistent with available resources.

The Board, as the agent responsible for the education of the students of North Schuylkill School District, directs the development of a planned program of learning that meets the needs of the students in the district.

The Board recognizes its responsibility to provide a broad educational program consistent with the mental and physical potential of every child in our school community.

The purpose of education in North Schuylkill schools is to facilitate development of the potential of each student to the fullest. Education is the guidance of the student through the learning processes to the end that the individual becomes personally effective in a dynamic society.

ANTI-DISCRIMINATION

At North Schuylkill, we strive to ensure welcoming, inclusive and safe learning environments for all our students and families. Our pledge is to provide all of our students with inspiring and relevant experiences so they may live meaningful, purposeful and impactful lives. We are committed to promoting a nurturing school environment where each child is respected and valued as an individual regardless of skin color, gender identity, gender, sexual orientation, religion, ability or disability. We support ideals of free speech, freedom, equality, non-discrimination and equal opportunity in the school setting. We stand united against discrimination, injustice and prejudice. We support positive, constructive and peaceful change in society including the areas of protection of human rights, human dignity and respect for all people; and we endorse principles of diversity, fairness, equality and impartiality for all. This is not an open forum. It is our statement to promote greatness in all within our District and what it means to be a Spartan.

COMPREHENSIVE PLAN

The North Schuylkill School District Strategic Plan, developed locally and approved by the Pennsylvania Department of Education, specifies the District's Mission, Vision, and Shared Values.

MISSION

Our mission is to provide our students with opportunities designed to meet individual needs and to ensure that every child has experiences that promote growth and excellence in all academic and social development areas. Through mutual respect, our students will grow and learn in a positive atmosphere, where faculty, staff, parents and students together are enthusiastic about the learning process.

VISION

To achieve our mission, we will develop our capacity to function as a professional learning community, wherein well-researched, best practices are in place and/or explored.

SHARED VALUES

- **Unite to achieve a common purpose with clear goals;**
- **Work together;**
- **Seek and implement promising strategies for improving student achievement on a continuing basis;**
- **Monitor each student's progress**
- **Demonstrate a personal commitment to the academic success and general well-being of all students;**
- **Embrace technology for both learning today and preparing for future.**

ADMINISTRATION

SUPERINTENDENT

Dr. Robert J. Ackell

SCHOOL BOARD

Roy Green, President
Thomas Fletcher, Vice President
Mary Anne Woodward, Treasurer
Douglas Gressens, Member
Michael Kiehl, Member
Randy Lattis, Member
Raymond Reichwein, Member
Janine Simms, Member
Glenn Weist, Member
Merri Lynn Craig, Board Secretary
Brian Urban, Solicitor

ADMINISTRATIVE STAFF

Kimberly Groody, Director of Elementary & Secondary Education
Knute Brayford, Director of Special Education
Deneen Reese, Supervisor of Special Education
Ken Roseberry, Secondary Principal
Nicholas Sajone, Assistant Secondary Principal
Rob Shaffer, Dean of Students – Secondary
Janel Babatsky, Elementary Principal
Roobhenn Smith, Assistant Elementary Principal
Christopher Glessner, Dean of Students – Elementary
Mark Andrewcavage, Coordinator of Computer Services & Technology
Thomas Towers, Director of Buildings & Grounds
James Gross, Athletic Director
Robert Amos, Business Manager

2025-2026 SCHOOL CALENDAR

August 18	New Teacher Orientation
August 20 – 21	Teacher In-Service Days – NO STUDENTS
August 25	Monday – First Day of School
August 29	Friday – SCHOOL CLOSED
September 1	Monday – Labor Day – SCHOOL CLOSED
October 13	Monday – Teacher In-Service Day – NO STUDENTS
October 30	Thursday – 2 nd Marking Period Begins
November 7	Friday – Teacher In-Service Day – NO STUDENTS
November 26	Wednesday – Early Dismissal for Students
November 27 – December 1	Thanksgiving Recess – SCHOOL CLOSED
December 23	Tuesday – Early Dismissal for Students
December 24 – January 2	Christmas Holidays – SCHOOL CLOSED
January 5	Monday – SCHOOL REOPENS
January 19	Monday – Teacher In-Service – NO STUDENTS
January 20	Tuesday – 3 rd Marking Period Begins
February 9	Monday – Teacher In-Service – NO STUDENTS
February 16	Monday – Presidents’ Day – SCHOOL CLOSED
March 13	Friday – Spring Break – SCHOOL CLOSED
March 16	Monday – Spring Break – SCHOOL CLOSED
March 30	Monday – 4 th Marking Period Begins
April 1	Wednesday - Early Dismissal for Students
April 2 - 6	Easter Break – SCHOOL CLOSED
April 7	Tuesday – SCHOOL REOPENS
May 25	Monday – Memorial Day – SCHOOL CLOSED
June 4	Thursday – Early Dismissal for Students
June 4	Thursday – GRADUATION

Weather Emergency Make-Up Days Scheduled as Follows:

1 st Makeup Day	Monday – January 19, 2026
2 nd Makeup Day	Friday – March 13, 2026
3 rd Makeup Day	Monday – March 16, 2026
4 th Makeup Day	Thursday – April 2, 2026

Additional days will be added to the end of calendar if needed

DISTRICT EXPECTATIONS

An integral part of both tenured and non-tenured staff members' evaluations in the school District is an ongoing appraisal, conducted by the supervisors, of the staff members' abilities to meet at least minimum expectations. As appropriate to the various jobs performed by staff members in the School District, the MINIMUM expectations include, but are not necessarily limited to, the following:

1. Meets, instructs, and supervises students in the locations at the times designated.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
3. Prepares for classes assigned and shows written evidence of preparation upon request of supervisors.
4. Use available data to facilitate student academic growth and achievement.
5. Encourages students to set and maintain high standards of classroom behavior.
6. Provides an effective program of instruction in accordance with the adopted curriculum.
7. Strives to implement by instruction the District's philosophy of education and to meet the specified instructional goals and objectives.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Maintains records as required by law, District policy and administrative regulations.
10. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
11. Assists in upholding and enforcing school rules and administrative regulations.
12. Attends and participates in faculty and department/grade-level meetings.
13. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
14. Assists in the selection of books, equipment and other instructional materials.
15. Works to establish and maintain open lines of communication with students, parents and colleagues concerning both the academic and behavioral progress of all students.
16. Regularly and promptly posts classroom evaluations of all students by effectively utilizing CSIU Gradebook, the District's grade reporting information system.
17. Establishes and maintains cooperative professional relations with others.
18. Conducts self in a professional manner.
19. Refrains from interactions or communication which may be sexually suggestive or otherwise inappropriate; refrains from being alone with student; refrains from any unnecessary, unauthorized, unwelcomed, unwanted and/or unwarranted physical contact with student including that which may be uncomfortable or demeaning to the student.
20. Performs related duties as assigned by the administration and in accordance with District policies and practices; adheres to the Teacher Effectiveness Guide and follows any reasonable direction by administration
21. Adheres to PA's Code of Professional Practice and Conduct.
22. Abides by District Policies, Guidelines, Practices and Procedures.
23. Understands and adheres to the Drug and Substance Abuse Policy.
24. Understands and adheres to the Acceptable Use of Networks, Internet and Computing Resources Policy.
25. Assists in enforcing school rules and regulations, including the Standard Dress Code.

RIGHTS & DISCRIMINATION

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent: Before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
7. Religious practices, affiliations or beliefs of the student or parents or income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect: Upon request and before administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes and Instructional material used as part of the educational curriculum.

The North Schuylkill School District has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The North Schuylkill School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** The North Schuylkill School District will also directly notify parents and eligible students, such as through U.S. Mail or E-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CONFIDENTIALITY OF THE EDUCATIONAL ASSIGNMENT OF STUDENTS IN SPECIAL EDUCATION AND/OR IDENTIFIED AS EXCEPTIONAL CHILDREN

Since all students placed in special education are given psychological evaluations to determine their placements, the content of these evaluations is confidential; therefore, subsequent educational assignments should be as confidential or private to any person(s) not employed by the School District, the intermediate unit, or other specified educational agencies of the Commonwealth.

The method for the release of information prescribed to by the Department of Education, under Due Process Procedure, states that the information contained in a psychological report can be released only by the proper school authorities, upon receipt of written request and permission from the parent.

Should any classroom teacher receive a request for the names of students enrolled in programs for exceptional children, the request should be denied, and the requesting person(s) referred to the appropriate guidance counselor or Supervisor of Special Education.

NON-DISCRIMINATION STATEMENT

It is the policy of the North Schuylkill School District that no persons shall be subjected to discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability. Inquiries regarding compliance with the policy may be directed to the Office of the Superintendent of Schools, 15 Academy Lane, Ashland, PA 17921-9301. Phone: (570) 874-0466.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMENDED BY PUBLIC LAW 94-142: ELIMINATION OF DISCRIMINATION ON THE BASIS OF HANDICAP

It is the policy of the North Schuylkill School District not to discriminate on the basis of handicap in its educational programs, activities, or employment policies as required by Section 504 and its related regulations. Inquiries regarding compliance with Section 504 may be directed to the Director of Special Education, Section 504 Coordinator, 15 Academy Lane, Ashland, PA 17921-9301. Phone (570) 874-1444.

TITLE IX

The North Schuylkill School District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. The District strives to maintain an environment where all students, staff and greater community feel safe.

Documents found on our website at www.northschuylkill.net

Board Policy 247 Hazing

Board Policy 247 Attachment 1 DISCRIMINATION/SEXUAL

HARASSMENT/BULLYING/HAZING/DATING VIOLENCE/RETALIATION REPORT FORM

Board Policy 249 Bullying/Cyber Bullying

Board Policy 249 Attachment 1 DISCRIMINATION/SEXUAL

HARASSMENT/BULLYING/HAZING/DATING VIOLENCE/RETALIATIONREPORT FORM

For more information, please contact the District's Compliance Officer and Title IX Coordinator:
Kimberly Groody, Director of Elementary & Secondary Education

North Schuylkill School District

38 Line Street

Ashland, PA 17921

kgroody@northschuylkill.net

570-874-0466

SAFETY & SECURITY

SAFETY STANDARDS

The North Schuylkill School District has always considered the safety of our students and staff to be a paramount concern. School police officers will be on duty in order to maintain a safe school environment. They maintain high visibility on school property to prevent and respond to situations when needed. In light of recent events and the public awareness they have caused regarding school safety, we feel it necessary to state our commitment to the following standards:

1. Parents and students will be asked to sign verification that they have reviewed the student handbook and understand the rules, regulations, procedures, and consequences for various violations that have been established.
2. All building entrances are kept locked including the main entrance area. All students, and visitors must use the main entrance into the building at all times. **Visitors must report to the main office. All visitors will be required to sign in and show a form of photo I.D. and wear an identification badge. Visitors will sign in through the “VERKADA” system.**
3. Any visitor may be subject to metal detecting as per Board Policy 709.
4. All staff must wear identification badges at all times.
5. At no time are weapons* of any kind allowed on school grounds, at any school function, in school or personal vehicles, parking lots, and bus stops.
6. *A “weapon” shall include, but not be limited to any knife, cutting instrument, cutting tool, brass knuckles, nun chuck, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. The definition of weapon also includes any object in circumstances in which the object has been or is likely to be used as a weapon. Possessing a weapon, whether a student or staff member, will result in severe disciplinary action.
7. Secondary teachers shall be at their doors during the passing of classes in order to monitor hallway activity. Elementary teachers will escort their classes to encore, assemblies, lunch, and other events.
8. Student lockers are school property and may be searched at any time with reasonable cause.
9. Video cameras will be used both on school buses and on school buildings and grounds for security monitoring and to discourage inappropriate activity.
10. Students not obeying all traffic laws and signs when driving on school grounds will have their driving privileges revoked immediately for the school year.
11. All employees are subject to criminal background checks prior to hiring.
12. All staff, students, and parents will be made aware of safety and security guidelines as they are developed and implemented.
13. In the event of a crisis or emergency situation, local television and radio announcements will be made.
14. Administration will involve local law enforcement in any matters when considered appropriate.

EMERGENCY BUILDING EVACUATION

Following evacuation, attendance is to be taken upon arrival at the designated locations. Students and staff will remain in these areas until the school has been examined and cleared by the police and/or school officials.

FIRE DRILLS – EMERGENCY PROCEDURES

Teachers are reminded that a fire drill and other drills must be held once each month (refer to handout).

1. The following state regulations should be followed while conducting fire drills:
When leaving the room, the teacher should turn lights out and close classroom door.
2. The teachers must carry outside with them their roll books. Student attendance must be checked after the class has reached its assigned outside area.
3. Teachers are to hold up the RED or GREEN side of their card and wait to be acknowledge.
4. Teachers are to remind students to never touch the fire alarms, except in time of emergency.
5. Students are to **be orderly, silent and single file** at all times during the drill.

SCHOOL SECURITY

In order to keep our students as safe as possible, classroom doors must be **locked and closed** at all times. School Resource Officers will be stationed in each building daily. They will randomly walk the halls and ensure safety. Safety Drills will be conducted periodically. Alert the office immediately if you observe unauthorized persons in the building. All visitors should be wearing a visitor's sticker.

TEACHER ATTENDANCE

TEACHER ABSENCE PROCEDURE

The arrangements for substitute teachers will be handled through ESS. In case of illness or emergency, the teacher should make the need known as early as possible. If absent, your intentions for the following day should be reported to ESS in order for proper arrangements may be made with the substitute. Lesson plans must be provided for the substitute. A file will be kept in your classroom with a copy of your lesson plans and any handouts needed. Please include enough handouts for all of the students who will need a copy. Emergency substitute plans will also be kept in the designated area of their classroom and are due by the first Friday of the first student week every year.

PERSONAL LEAVE

Procedures relating to personal days, sick days, emergency days, bereavement leave, insurance coverages, etc. are contained in the negotiated agreement.

***North Schuylkill Education Association Contract
Item X. Leaves of Absence***

TEACHER ABSENCE PLANS

When a teacher is absent due to a sick or personal day, lessons that correspond with their current and relevant lesson plans should be created and made accessible to the substitute teacher/main office. These plans should include instructions, handouts, and expectations. Every student will have access to laptops in order to complete these in large group study halls.

FLEXIBLE INSTRUCTIONAL DAYS (FID)

Professional staff will prepare and post learning activities and assignments to their Google Classroom Site. Accommodations must be made for students that do not have home internet access and/or have special learning needs as identified in an Individualized Education Plan (IEP), Gifted Individualized Education Plan (GIEP) and/or 504 Plan. English Learners (EL) will also have accommodations provided as necessary. The assignments may include enrichment activities, planned instruction, extensions of the current lesson, or a review of concepts and skills in an upcoming lesson. All assignments must be aligned to the District curriculum and be planned to allow students to complete it independently. Professional staff must accept all assignments received within the three-day window and must grade and record the results of each student's FID assignment.

When a Flexible Instructional Day is called, teachers are expected to have their lesson for the day posted in the Google Classroom by 9:00 a.m. All teachers will be available from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. to answer any questions through Google Classroom (virtual office), email or accessing their school phone messages and then responding back to the parents or students.

Special and regular education teachers will work together to design lessons that incorporate any modifications, specially designed instruction, and paraprofessionals and services identified in student's IEP, GIEP, and/or 504 Plan. Any related services (PT, OT, Speech, etc.) scheduled during the FID will be rescheduled in make-up sessions according to the frequency requirements of the students' plan. Student's roster teacher will discuss FID's at the students' annual IEP, GIEP and/or 504 meeting where the team will consider if your child needs additional support due to the nature of a FID and will include those additional supports in the IEP, GIEP and/or 504 Plan. If an IEP, GIEP and/or 504 team determines that a student cannot receive appropriate education on a FID day or if the related services are not able to be made up in a reasonable time frame, the students will be provided compensatory education in conjunction with the Extended School Year Services.

STUDENT ATTENDANCE

ATTENDANCE INVOLVING SCHOOL ASSIGNMENTS

Students who are absent from school will have the opportunity to make up missed assignments. The amount of time to make up assignments will be calculated by taking **the number of days absent** to submit the work when they return to school (e.g., if a student is legally absent for five days, then he/she will have five days after returning to school to submit their assignments).

AWARENESS

Teachers must be vigilant about reporting any student work containing violent, profane and/or prejudicial material to the office. We will work with you to make appropriate referrals, internally or otherwise, but please immediately report any such occurrences.

Teachers are also reminded that they are mandated to report suspicions of child abuse, including that which may be caused by a fellow employee, immediately to the office.

DRESS CODE

FACULTY DRESS CODE

It is recommended that teachers use professional judgment with respect to their personal appearance in both grooming and dress. Professional staff is expected to dress according to the guidelines specified in the North Schuylkill School District Dress and Grooming Policy (Policy 325) and contract between North Schuylkill School District Board of Education and North Schuylkill Education Association. If the dress code is not being followed, teacher will be spoken to and warned the first time. However, multiple infractions may result in a memo of concern or letter of reprimand.

Board Policy: **325 - Dress and Grooming**

Authority:

Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all District employees to prevent an adverse impact on the educational program and District operations.

When assigned to District duties, professional employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Delegation of Responsibility:

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the building principal.

PROFESSIONAL ATTIRE FROM NSEA CONTRACT

All employees are expected to wear appropriate clothing for their particular teaching assignment. Jeans are not considered appropriate attire for the classroom unless there are special occasions as announced by the building principal.

Professional attire for gentlemen will include: dress pants, collared shirt, button polo shirt, and/or sweater. Ties are preferred as professional dress. (Minimum standards) Professional footwear (dress shoes or dress sneakers; athletic sneakers are not considered professional dress).

Professional attire for women will include: dress slacks, skirts/dresses, jumpers (length – top of knees or longer); sweaters, vests, jackets; blouses, turtlenecks, mock turtlenecks, shells. No sleeveless, no midriff exposed, no low cuts. Professional footwear (dress shoes, sandals and boots). Flip flops are not considered appropriate attire.

It is understood that there are teaching assignments that may require an alternate clothing option. If this is the case, please adhere to professional standard clothing for the particular assignment.

STUDENT DISCIPLINE

DISCIPLINE

The goal of the North Schuylkill School District is to provide each student with the finest education possible. In order for the North Schuylkill School District to achieve this goal, the school must be safe, orderly, and free of unnecessary disruptions. Students share the responsibility with teachers and administrators to develop a positive educational climate.

The Discipline Code of the North Schuylkill School District is a clearly defined document that identifies types of student behavior that are considered to be unacceptable and also states consequences for such acts.

In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules is also essential. The policy serves as the student's Code of Conduct, setting forth the rules for social interaction in the North Schuylkill School District and is intended to offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and the discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students have certain responsibilities regardless of age, including regular attendance, conscientious efforts in the classroom, and compliance with school rules, regulations, and expectations. Students also have the responsibility to make positive contributions to the school climate. No student has the right to interfere with the educational process of any other person. Students are expected to be courteous, cooperative, and respectful of the rights of other persons in the educational process. An individual student's rights end when that student's actions detract from the rights of other persons.

A list of disciplinary infractions, interventions, and disciplinary options, while not all inclusive, is noted below to assist students to achieve a good understanding of prohibited behavior. Disciplinary infractions are delineated into three (3) levels. Each successive level is considered to be of a more serious nature. The failure of a student to meet the behavioral expectations of the District will result in an appropriate form of disciplinary action. Possible interventions and disciplinary options are specified for each level.

DISCIPLINE NOTICE

At the North Schuylkill School District effective discipline is a team effort. We must all strive to maintain a level of consistency and fairness. Accordingly, we must also work together to effectively manage student behavior and develop a strong level of respect and order. Please realize that one teacher's reluctance to abide by the school's consistency can create difficulty for all teachers. **Be consistent. Be fair.**

The goal at the North Schuylkill School District is to maintain a positive and purposeful environment. Teachers are fully expected to be master of the situation at all times. **Without respect and control there can be little or no teaching.** Our classrooms and our building as a whole are expected to give evidence of the teacher's authority and an attitude of respect and obedience.

All teachers are to accept responsibility for good order and discipline at all times, whether the student is directly assigned to you or not at the time. Please make a concerted effort to be proactive, i.e. control loitering, loud talk, hallway traffic, disruptive behavior, etc.

DISCIPLINING A STUDENT at NSE

Every teacher is expected to discuss classroom rules and expectations with their students on the first day of school. Teachers should also review the student handbook with their students during the first two weeks of school. In addition, **teachers should always ensure that students know what they did wrong when they are being reprimanded.** Students should be reprimanded in a professional manner. Each faculty member should also be familiar with the rules and regulations in the student handbook. Major problems such as fighting, smoking, drugs, alcohol, dangerous weapons, etc. are to be brought to the principal's attention immediately. **NEVER** use physical or verbally abusive methods including but not limited to sarcasm or humiliation to discipline a student. The guidance counselors are a good source of information concerning your students. A few minutes spent discussing a student having discipline problems with the appropriate counselor may help you to better understand any problems the student may have.

DISCIPLINING A STUDENT at JSHS

Every teacher is expected to discuss classroom rules and expectations with their students on the first day of school. **A copy of these rules/expectations must be maintained in the classroom and posted in the classroom.** Teachers should consistently enforce these rules. In addition, **teachers should always ensure that students know what they did wrong when they are being reprimanded.** Students should be reprimanded in a professional manner.

Each faculty member should also be familiar with the rules and regulations in the student handbook. Major problems such as fighting, smoking, drugs, alcohol, dangerous weapons, etc. are to be brought to the principal's attention immediately. **NEVER** use physical or verbally abusive methods including but not limited to sarcasm or humiliation to discipline a student. The guidance counselors are a good source of information concerning your students. A few minutes spent discussing a student having discipline problems with the appropriate counselor may help you to better understand any problems the student may have.

OFFICE REFERRALS

It is the opinion of the administration that sending a student to the office for misbehavior should be the **"last step"** for the teacher in trying to handle a discipline problem. Usually, the student and teacher will be able to maintain a better relationship if they identify and solve the problem without administrative assistance. Some of the things that can be done are:

1. Conference with the student.
2. Move his/her seat.
3. Contact the student's parents.
4. Talk to the guidance counselor and look at the student's record.
5. Conference with the teacher, student, and guidance counselor
6. Have the guidance counselor set up a conference with the teacher, guidance counselor and the parents.

It is expected that the teachers will handle their own discipline problems and that all of the above be exhausted before a student is referred to the office.

DISCIPLINE GUIDES

Level I:

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures and/or interfere with orderly operation of the school will be considered level one offenses.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Bullying • Bus misconduct • Cheating • Damage to property (unintentional) • Disrespect • Disruptive behavior • Improper use of District equipment, facilities, and/or resources • Indecent/Obscene behavior • Late to class • Lying/dishonesty • Possession of any type of electronic device, without permission (Pol.237) • Presence in unauthorized area • Tardiness • Unacceptable clothing • Unacceptable language • Unsafe behavior • Use/Possession of personal cell phone without permission 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Notification to parent/guardian • Referral to School Counselor • Informal hearing • Log of infraction 	<ul style="list-style-type: none"> • Behavioral contract • Detention • Guidance/Health services • Loss of makeup privilege and/or credit • Parental conference • Rearrangement of seating • Restitution of damage (replacement/repair of damaged property) • School/Community service • Special assignment • Suspension • Temporary removal from class • Verbal reprimand • Warning • Withdrawal of privileges

Level II:

Acts whose frequency or seriousness disrupt the learning climate of the school as well as acts, which may constitute a threat to the health, safety, property and/or welfare of students and/or staff are considered level II infractions.

Level II infractions may require the intervention of outside agencies, including the police. The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Bullying • Class cut • Computer vandalism/physical damage to computer resources, purposeful deletion of information stored by others • Disruption/threat of disruption or harassment, caused by use of any type of electronic devices (Pol. 237) • Extortion • Failure to serve detention or other disciplinary action • Fighting • Forgery of a document • Harassment (Pol. 248) • Indecent/obscene behavior or possession/use of indecent/obscene material • Insubordination (failure to follow directives) • Leaving school property (without permission) • Plagiarism • Stalking • Theft • Truancy • Vandalism/destruction of property • Violation of probation • Use of social media which may adversely affect the school community 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Notification to parent/guardian • Referral to School Counselor • Informal hearing • Police/Agency referral • Counselor 	<ul style="list-style-type: none"> • Administrative probation • Detention • Expulsion • Guidance/Health services • Parental conference • Police/Agency referral • Restitution for damage (replacement/repair of damaged property) • School/community service • Alternative education • Citation • Suspension • Withdrawal of privileges (replacement/repair)

Level III:

Acts which result in violent actions directed toward another person, destruction of property, or which pose a clear and present threat to the health, safety, and/or welfare of others in the school are considered level III infractions.

Level III infractions are in violation of laws or regulations established by various government agencies and will involve the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Severe/pervasive/persistent bullying or threats • Arson • Assault – verbal or physical • Possession/Use of drug or controlled substance, look-alike, alcohol/being under the influence (Pol. 227) • Possession/Use of weapon or look-alike (Pol. 218.1) • Selling/Distributing/ Trafficking drug or controlled substance, look-alike, alcohol (Pol. 227) • Possession/Use of a tobacco (Pol. 222) • Threatening/Terroristic statements or actions (Pol. 218.2) • Unauthorized use of fire alarm system • Use of computer resources for obscene, threatening, violent or illegal purposes (Pol. 815) • Use of electronic device which may pose a danger to the safety of others (Pol. 237) • Use of social media which may substantially impact the school community adversely 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Verification of offense • Student removal from situation • Student/Parent/ Guardian conference with administrator • Informal hearing • Police/Agency referral • Board hearing • Student Assistance Team referral • Drug/Alcohol evaluation • Mental health evaluation Log of offense 	<ul style="list-style-type: none"> • Administrative or Board probation • Expulsion • Police/Agency referral • Restitution for damage (replacement/repair of damaged property) • Suspension • Withdrawal of privileges • Alternative Education • Citation • School/Community service

BUS DISCIPLINE

Teachers should be aware that students are not permitted to eat or drink on school buses. If school activities provide food and/or beverages, instruct students to keep these items packed away until reaching home. Also, do not send home with students riding the bus large school projects or other objects that may cause problems for the bus drivers.

Excessive disciplinary referrals to the Dean of Student/Principal may result in a student not being permitted on the field trip. This is at the discretion of the principal and on an individualized basis.

DETENTION

NSE Detention will be on Tuesdays and Thursdays from 3:40 p.m. – 4:40 p.m.

JSHS Detention will be on Tuesdays and Thursdays from 2:30 p.m. – 4:00 p.m.

EXCLUSIONS FROM SCHOOL

Exclusion from school may take the form of suspension or expulsion. Suspension, which may be in-school or out-of-school, is exclusion from school for a period of one to ten consecutive school days and may be assigned only by the administration. Students will have the responsibility to make up exams and work missed while being disciplined by suspension; it is the responsibility of the students to see that course work is made up within a specified time period following readmission to school. Expulsion is exclusion from school for a period exceeding ten school days (and may be permanent) and may be assigned only by the Board of Education following a formal expulsion hearing.

EXPULSION

Expulsion is the exclusion from school for a period exceeding ten (10) consecutive school days and may be a permanent expulsion from the school rolls. Expulsions are invoked against students who consistently violate school rules and regulations or commit acts, which endanger the safety, health or welfare of others.

HEARINGS

Hearings are fundamental elements of due process to which all students are entitled. Hearings are basically of two types:

1. The informal hearing enables the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended.
2. The formal hearing is required in all expulsion actions initiated by school officials. This hearing may be held before the Board of Directors, a duly authorized committee of the Board, or a qualified Hearing Examiner appointed by the Board.

OFF CAMPUS SUSPENSION

Off campus suspension will mean that a student is not permitted in the building and will be transported to the Fountain Springs Cyber Academy Facility for the term of the suspension. The student has the responsibility to complete assigned schoolwork and make up exams. It is the responsibility of the student to make arrangements with the teachers for make-up work.

Off campus suspension is a change in academic placement for a period of one to ten consecutive school days. Suspensions may be given by any appropriate school administrator.

Parent(s)/guardian(s) will be notified by the administration of a suspension and may be required to meet in a conference regarding the re-admission of their child.

When the suspension exceeds (3) consecutive days, the student and parent will be given the opportunity for an informal hearing. A suspended student may not attend or participate in after school activities including practices and rehearsals. Multiple day suspensions that involve weekends will prohibit students from participating in school activities over the weekend.

TEACHER SUPERVISION

TEACHER EVALUATION/OBSERVATION

Section 1123 of the Pennsylvania School Law Code states: “The services of the temporary professional employee, or the professional employee, shall be rated by an approved rating system which shall give due consideration to personality, preparation, technique, and pupil reaction in accordance with standards and regulations...defined by the Pennsylvania Department of Education.”

DIFFERENTIATED SUPERVISION PLAN

North Schuylkill School District has developed a Differentiated Supervision Plan to promote professional growth, which positively affects higher student achievement and insures the continued employment of quality staff.

The Pennsylvania Department of Education (PDE) has developed professional development evaluation forms based on the work of Charlotte Danielson. We adopted the Differentiated Supervision Plan (DSP) to align with Act 13. This DSP is a collaborative, ongoing effort of Professional development. Much of what is listed in this plan is already taking place in many North Schuylkill School District classrooms. This plan is an efficient method of documenting successes. It provides an opportunity for reflection and dialogue among colleagues in order to promote improved teacher performance and subsequently student achievement.

All staff will be formally evaluated once during the DSP cycle. This selection will provide teachers with the opportunity to choose a self-directed model based on personal need and/or interest. For the Action Research Model – Teachers may work individually or with a group of teachers (groups will be limited to a maximum of five).

The DSP integrates two important components: a qualitative approach to teacher evaluation and professional growth. The essential elements of the system are as follows:

1. Four clear performance domains for teacher performance, based on Charlotte Danielson’s *Framework for Teaching*, with performance criteria for how the domains are to be met and descriptive examples of observable teaching behaviors.
2. Training for evaluators and teachers that creates not only a common language for the discussion of what good teaching is and is not, but also develops skills of analysis and critique that will make the dialogue a rich and data-driven one.
3. A professional growth cycle that integrates formal observations with professional growth, allows for continual reflection on goals and progress meeting those goals, with collegial interaction.
4. Formal observations and evidence-based assessment to improve teaching.
5. Professional development that is structured around a collaborative learning culture among teachers in each school, integrating individual or collegial goals into school goals, and utilizing student achievement and other data about student results.

Just as an instructional program is designed to be developmentally appropriate for meeting the needs of a diverse student population, professional development for teachers must meet the needs of each teacher of the professional team. The NSSD is committed to providing teachers with both a cycle of supervision options and a supportive environment that will enhance instruction and promote student achievement growth.

DIFFERENTIATED OPTIONS AT NORTH SCHUYLKILL

Non-Tenured Teachers: will participate in:

- 2 Formal Observations
- Walk Through Observations

Tenured Teachers: will participate in:

- 1 Formal Observation or DSP
- Walk Through Observations

GENERAL PROCEDURES FOR CHOOSING DSP

1. Complete the statement of intent form. Sign and submit to building administrator by **September 26, 2025**. The administrator will return the signed statement of intent form in a folder to be used to house all artifacts for the year. It is the responsibility of each staff member to keep all the appropriate documentation throughout the year.
2. Complete the necessary steps on the paper form. The Mid-Year Review should be done by **January 30, 2026**.
3. Submit the completed DSP by **May 1, 2026**.

FORMAL OBSERVATION MODEL

The formal observation of teacher supervision includes a minimum of three phases -- a pre-observation conference, observation of teaching, a post-observation conference, and follow-up targeted walk through observations to identify growth in areas identified. The purpose of the pre-observation conference is to plan for the observation. During the observation, the administrator will gather data on the objectives agreed upon in the pre-observation conference, and in the post-observation conference, discussion and reflection will occur relative to the extent to which the teacher was able to reach the goals based upon data collected during the observation.

This method of supervision enables individuals to work with administration in a classroom setting to examine and refine instructional practices with the goal of improving student achievement. Working through the collaborative process, the teacher and supervisor can foster a climate to bring about instructional improvement. This model includes a pre-observation conference, a formal observation, and a post-observation conference to determine areas for growth and serve as data for the summative evaluation.

Professional staff members will participate in the Formal Observation each cycle. A teacher may require multiple years in the Formal Observation model for improvement and a principal may place a teacher in the Formal Observation model at any time during the school year or cycle should a need arise.

WALK THROUGH OBSERVATIONS

Walk Through observations will be done during the school year for each teacher. They will be done in the classroom, during assigned duties, and/or any time during the school day. Walk Through observations revolve primarily around domains 2 and 3 of the Danielson framework.

The Pennsylvania Department of Education has adopted The Framework for Teaching as part of the teacher evaluation process. In this framework, teaching is divided into 22 components clustered into four domains of teaching responsibility. The components in Domain 1 define how a teacher organizes the content that the students are to learn as well as how the teacher designed instruction. The components in Domain 2 consist of the interactions that occur in the classroom. The components in Domain 3 represent the elements of learning. This Domain reflects the primary mission of schools; to enhance student learning. The components in Domain 4 are related to being a professional educator. Teacher evaluations will be based on the four Domains. The following gives you an overview of the Domains with their components. For details, please see the Differentiated Observation and Supervision Plan for Professional Growth.

COMPONENTS OF PROFESSIONAL PRACTICE

Domain 1: Planning and Preparation

- Component 1a: Demonstrating Knowledge of Content and Pedagogy
- Component 1b: Demonstrating Knowledge of Students
- Component 1c: Selecting Instructional Goals
- Component 1d: Demonstrating Knowledge of Resources
- Component 1e: Designing Coherent Instruction
- Component 1f: Assessing Student Learning

Domain 2: The Classroom Environment

- Component 2a: Creating an Environment of Respect and Rapport
- Component 2b: Establishing a Culture for Learning
- Component 2c: Managing Classroom Procedures
- Component 2d: Managing Student Behavior
- Component 2e: Organizing Physical Space

Domain 3: Instruction

- Component 3a: Communicating Clearly and Accurately
- Component 3b: Using Questioning and Discussion Techniques
- Component 3c: Engaging Students in Learning
- Component 3d: Providing Feedback to Students
- Component 3e: Demonstrating Flexibility and Responsiveness

Domain 4: Professional Responsibilities

- Component 4a: Reflecting on Teaching
- Component 4b: Maintaining Accurate Records
- Component 4c: Communicating with Families
- Component 4d: Contributing to the School and District
- Component 4e: Growing and Developing Professionally
- Component 4f: Showing Professionalism

STUDENT ACADEMICS

EVALUATION OF PUPIL PROGRESS

Pupil progress will be automatically reported to the student and parent/guardian four times a school year for 1st through 6th grades after the 45th day of school, after the 90th day of school, after the 135th day of school, and at the conclusion of school. The following scale will be used for grading:

Letter Grade	Point Value
A = Excellent	93 – 100%
B = Good	85 – 92%
C = Fair	77 – 84%
D = Poor	70 – 76 %
F = Failure	Below 70%

GIFTED EDUCATION

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as “mentally gifted.” A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. The North Schuylkill School District will determine whether a student is mentally gifted based upon multiple criteria, including I.Q. score. The determination of gifted ability will not be based on I.Q. score alone.

North Schuylkill School District utilizes a universal screening process using school benchmark data. The benchmark assessments reviewed at North Schuylkill include: DIBELS/Amplify for reading, DIBELS/Acadience for math, Spring Math, IXL diagnostic benchmarks, curriculum-based assessments, average grades, PSSA scores, PVAAS projections, Classroom Diagnostic Tools (CDT) and Keystones. Students are referred for a gifted screening when benchmark data is consistently above benchmark, or they are above the 90th percentile when compared to same aged peers.

We invite parents to connect with our gifted teacher or administrators at any time to initiate a screening or evaluation for their child. We are committed to ensuring that every student has access to the tailored support and enriching opportunities they deserve to excel academically and personally.

GUIDANCE

The mission of the North Schuylkill School Counseling Program is to provide a comprehensive, developmentally appropriate counseling program which addresses the academic, career and personal/social development of all students in grades K through 12. North Schuylkill School Counselors collaborate with students, parents/guardians, administrators and teachers so that a safe and productive learning environment is created to allow all students to reach their upmost potential.

School counselors provide the following services/activities:

- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- Collaborates with parents/guardians and educators to assist students with educational, career and life planning.
- Meets with students to create individualized schedules to prepare students for their career and or college goas.

- Monitors student academic performance, behavior and career goals and facilitates appropriate interventions.
- Provides individual counseling, group support, consultation and collaboration to students, parents and teachers with identified concerns using appropriate data sources.
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Uses available technology resources to enhance the school counseling program, including the Smart Futures career curriculum.
- Serves as a functional member of the Student Assistance Program (SAP) and North Schuylkill SHIELD (Child Find Process).

HONOR ROLL (1st through 12th grade only)

To obtain honor roll status, the following must apply:

<u>Distinguished Honors</u>	All A's
<u>High Honors</u>	93% average with no C's, D's, or F's
<u>Honors</u>	85% average with no C's, D's, or F's

At the elementary level a "1" in a special class will eliminate a student from the honor roll. Honor rolls are sent to local newspapers at the end of each marking period and are published at their discretion.

PROGRESS REPORTS (Grades K through 12)

Progress reports will be run on ESchoolData. They are distributed quarterly.

TITLE I

The Federal Government provides each year for the Title I Reading and Math Programs. The students are selected on the basis of test scores and teacher recommendations.

The Title I Reading and Math Programs are specifically designed to provide students with appropriate instruction in areas where they are experiencing difficulties. The type of instruction varies among grade levels. Title I teachers will be working simultaneously with the classroom teachers in their classroom during their intervention/title block in grade K-6.

It is hoped that by strengthening skills in reading and math, the students will find their other classes will become easier to cope with and school will be a place where they can enjoy more success.

STUDENT GENERAL PROCEDURES

ADMINISTRATION OF PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

The North Schuylkill School District recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that students receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, the following procedures are to be followed:

PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

1. The physician must complete the medication form or physician's order that includes the information listed below. The written report shall include (1) student's name, (2) date, (3) name of the medication, dosage, how administered, time schedule and length of time to be administered in school, (4) possible side effects, (5) any curtailment of specific school activities, (6) a list of other medications which have been prescribed by the physician, and (7) physician's signature and telephone number.
2. The parent must sign the consent form for prescription medication or submit a note along with the physician's order. The written form shall include: (1) student's name, (2) name of physician, (3) date of prescription, (4) name of medication, dosage, and frequency of administration, (5) parent/guardian signature, and (6) date form completed.
3. Any medication to be given during school hours must be delivered directly to the school nurse. The medication must be brought to school in the original, properly labeled, pharmaceutically dispensed container. The label should include: (1) student's name, (2) name of physician, (3) date of prescription, and (4) name of medication, dosage, and frequency of administration.
4. In the absence of the school nurse, the parent will be notified to come to school to administer the medication.
5. Prescription medication will be kept in locked containers in the nurse's office.
6. In grades K-6, individualized plans will be made for the administration of medication by the nurse.

BULLYING/CYBERBULLYING POLICY

PLEASE REFER TO THE STUDENT HANDBOOK OR DISTRICT WEBSITE FOR DETAILS OF THE BULLYING POLICY.

CAFETERIA BALANCE POLICY

A student may not charge any ala carte items at any time there is a negative balance. A student may bring a packed lunch from home.

Balance Reports for students with a negative account balance will be run periodically and sent home to parents/guardians to allow them sufficient notice to bring their child's account up to date.

EDUCATIONAL TRIPS

The North Schuylkill Board of Education believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the North Schuylkill District. Students and parents are encouraged to schedule educational trips and tours when school is not in session. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence if the following conditions are met:

1. The pupil's parents or guardian at least a week prior to the trip submits to the school principal's office a written request for the excusal on a District form (available in the school office).
2. The student must present to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence.
3. The parent accepts total responsibility for the education of the student during the period of absence.

4. The student completes the educational trip assignment requested by the school principal and hands in this assignment to the school office after completion of the educational trip.
5. A total of 10 days will be approved. A student must not have a record of excessive absences.

The North Schuylkill School District will not approve any educational trips during the first two weeks of school or during the last two weeks of the school year.

LOST AND FOUND

Lost and found items are to be placed in the box located outside the cafeteria at the Elementary school and in the box in the cafeteria at the Junior/Senior High School.

STUDENT WELLNESS

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

The District shall develop, implement, monitor, review, and, if necessary, revise school nutrition and physical activity policies, practices and procedures in a comprehensive effort to encourage healthy eating and physical activity through a holistic approach to student wellness that is sensitive to individual, school and community needs. Teachers are to closely adhere to all provisions of the Student Wellness Policy.

LIEP PROGRAM

The North Schuylkill School District has an LIEP Program Plan which describes our EL Program. We also have a service agreement with IU29. The IU has a handbook for EL teachers.

TEACHER GENERAL PROCEDURES

ANNOUNCEMENTS – MORNING NEWS

Announcements/Morning News are made at the beginning and/or end of the day. *It is important that ALL teachers keep their students quiet in order to hear and listen to the Announcements/Morning News.* The pledge of allegiance will be recited during the morning announcements. Teachers – all announcements should be turned in to an office secretary by 2:00 p.m. for approval by an administrator.

ASSEMBLIES AND PEP RALLIES

Teachers responsible for a homeroom/class when an assembly and or pep rally is scheduled are to accompany their students to the auditorium or gym and remain with them. If the program spans two periods or more, the next teacher responsible for the students should report to the gymnasium or the location of the program.

BRING YOUR OWN DEVICES (BYOD)

Electronic communication devices will follow Board Policy 237 and students must submit the Student Electronic Communication Devices Permission Form.

BUILDING ORDER AND CLEANLINESS

Teachers are reminded that they are responsible for the order of all assigned stations. This includes classrooms, workrooms, closets, cabinets, department supply rooms, etc. Due to safety reasons, materials should not be stacked more than one level high on top of the student lockers. All stored materials need to be placed in the designated storage areas.

BULLETIN BOARD AND ROOM DECORATION

Neatly arranged bulletin boards serve as a means of transmitting necessary school information and pertinent subject information. To be effective, however, bulletin boards must be kept up-to-date and show variety. Bulletin boards must be changed **monthly** and display student work.

Any decoration must not in any way interfere with regular school duties nor should it involve cost to the students. Light fixtures, windows, doorways, and blackboards used for instructional purposes should never be used in decorating. Safety and fire regulations must always receive prime consideration. For the safety of you and your class, two-way visibility is imperative.

CLASS INTERRUPTIONS

At times it is necessary to call pupils from their classrooms. So that we may use a uniform method in order to cause as little confusion as possible, we will use the following procedure:

1. The administrator or the authorized representative will usually call directly to the classroom.
2. In special cases, the administrator or the authorized representative will personally visit the classroom, open the door, and wait to be recognized by the teacher. Recognition by the teacher should come at the earliest possible time. In a study hall, shop, physical education class, etc., it possibly will be necessary to secure recognition by approaching the teacher directly without waiting at the doorway.
3. Teachers should not interrupt other teachers' classes. If it is necessary to contact other teachers, please do so during the time between classes. If a teacher finds it necessary to have a student excused from another teacher's class for any reason, approval must be obtained from the **appropriate administrator**.
4. Please do not visit other teachers during instructional time.

CELL PHONE USE – PERSONAL

Personal cell phones may be used only during your lunch time or during your prep. They should not be used during your classes or between classes. Keep your cell phones silenced during scheduled instructional time.

COLLECTION OF MONIES

The care and storage of any monies collected by teachers become their responsibility. All such money needs to be taken daily to the office to be stored in the safe. No teacher/advisor is to store money in desks or other places. Monies lost due to improper storage will be the responsibility of the teacher/advisor. When teachers or organizations have money placed in the safe, it should be clearly marked with the teacher's name and the organization name, both on the inside and the outside of the container. Examples include insurance money, picture money, club money, etc.

CONFERENCES/SEMINARS/ETC.

These activities include, but are not limited to, attending seminars, conferences, conventions, and related meetings of a professional nature. Requests, utilizing the District form, should be submitted to the principal no later than two weeks prior to the scheduled monthly Board Committee Meeting. After receiving all forms, requests are summarized and submitted to the Board for approval. Teachers will be notified of approval.

CONFIDENTIALITY

All teachers are strongly urged to keep any materials such as confidential health lists, grade books, tests, quizzes, passwords and/or guidance information safely away from all students. Any information concerning students **must** be considered confidential. **NO STUDENT SHOULD HAVE ACCESS TO YOUR COMPUTER. Additionally, discussions of any student with another person are based solely on their educational interest and need to know status.**

COPIES

A high-volume copier is stationed in the storage/copy room. Any mass copies need to be sent to the copy person in that room. We do not pay a per-copy fee on this machine, and it is networked so items can be sent to it directly from your workstation. **Secretaries will not make copies for any teacher who sends a child to the office.** Faculty may use copiers that are stationed throughout the buildings – the copiers in the offices are for office staff only.

DANCES

The advisor for each organization sponsoring a dance is responsible for the dance plans including band/music, setting up, security, cleaning up, etc. Approval of dances will be through the building office and a Facility Use Form is required for approval. This form should be completed and given to office secretary by the first day of the month for School Board approval. Board approval is necessary!

All dances should have at least four chaperones.

Advisors are to ensure that any individuals not following pre-established rules are removed. **Any students suspended/expelled from school are not allowed to attend the dance.**

DECORATIONS

1. Bulletin boards must be decorated, except during PSSAs.
2. Decorations may be on the outside or inside of the door.
3. Blackboards/marker boards not in use may be decorated.
4. Decorations may be used on extra tables, but not on any student desks.
5. No decorations may be attached directly to the lights.
6. All decorations, except paper, must be fireproof.
7. No decorating is to be done without teacher supervision.
8. No student is to be left alone in a room after school to decorate without supervision.
9. There will be no collection of money in homerooms for decorations.
10. Decorations should never appear to endorse religion.

DUTY ASSIGNMENTS

The duty schedule for teachers will be distributed at the start of the year. At times throughout the year teachers may be called upon for emergency coverage. Teachers who have more than one prep/day may be assigned to cover a class or assist with a duty. Teachers are expected to be on time for their assignment and remain for the duration.

EMERGENCY CLOSING OF SCHOOLS

In the event of emergency closing of schools, you will be called using the automated North Schuylkill Mass Notification System. Closing will also be announced on the following radio and TV stations:

WAVT	POTTSVILLE	T102 FM
WNEP	SCRANTON/WB	CH 16 TV

FACILITY USE

Teachers who ask permission to use the District's building facilities must use ML Schedules on the District Website to put in the request for use. Keep in mind that all facility use requests must be Board approved. Check the District website to be sure of meeting dates.

Teachers and coaches are reminded that they are not to leave the building after school or in the evenings until all students under their authority have left the building.

FACULTY MEETINGS

1. Under normal circumstances teachers **should not to ask to be excused** from faculty meetings or in-service training days because all meetings are planned a year in advance.
2. When coaches are to be excused, the head coach will inform the principals concerning the staff members involved.
3. Excuses from any of these sessions must be approved by the Principal or the Superintendent.
4. Mandatory make up meetings will be held the following morning.

FIELD/CLASS TRIP REGULATIONS

All teachers are reminded that permission for field trips must be secured in advance from the principals. Field trips should be approved prior to the beginning of each month if possible. All field trips must follow the North Schuylkill School District procedures and guidelines for the operation of the field trip. All field trip forms are available in the main office. Each student going on a field trip must have a parental permission slip signed and on file in the office.

1. All field trips must be educational to help enhance curriculum understanding.
2. Principal and Nurse needs to be notified of field trip date as soon as it is scheduled.
3. Grade levels need to try to book field trips on one day, two days maximum if necessary (principal approval).
4. All chaperones need to have updated clearances and must be in good standing with PTO and their requirements.
5. Parents who would like to chaperone will pay their own way and follow the bus, unless otherwise specified by grade level coordinator.

No teacher should schedule a field trip and no teacher should take students on such a trip without advance permission. The School District will assume no responsibility for trips not properly authorized. Class trips are an exceptional privilege supported through the fund-raising projects of the Parent/Teacher Organization. Since they are an extension of school, students are expected to obey all school rules while on the trip. Destinations are determined by the PTO. Sites will be chosen in conjunction with expanding the class experience throughout the school year. The school reserves the right to deny the participation to individual students. Students not attending the field trip must report to school and complete alternate assignments prepared by the classroom teacher.

FUNDRAISERS

All fundraisers are to be approved by the principal prior to any fund-raising activity. Dates of the fundraiser will be noted on a calendar in the principal's office. Fundraiser requests must be submitted on the proper form available in the main office. Fundraisers begun without proper approval will be stopped.

GIFTS

Classroom teachers and practicing teachers are not permitted to accept monetary gifts from their pupils. Students are not permitted to solicit money from other students for such purposes. Money should not be solicited from students for gifts to other students unless this procedure has the approval of the principal.

GUIDELINES FOR PLANNING TIME

Periods of time have been scheduled for each teacher to use for instructional planning purposes. Grade levels are to have common planning time once a week at a minimum.

The following guidelines are recommended planning time activities for teachers:

1. Developing unit plans
2. Grading papers
3. Classroom preparation
4. Textbook review
5. Department/team planning
6. Conferences/communications
7. Preparation of materials
8. Test making
9. Professional interaction
10. Report preparation
11. Bulletin board preparation
12. Curriculum/instructional review
13. Classroom research
14. Data Analysis
15. IEP/GIEP/504 Team Meetings
16. Other instructional activities approved by the building principal
17. Meetings as needed by administration

GOOGLE CLASSROOM

A Google Classroom has been created on our website as a resource for both students and parents. Teachers are expected to keep their classrooms up to date daily.

INDIVIDUAL EDUCATION PLANS – IEP's/GIEP's

At the beginning of the school year, teachers will receive a confidential list of all students have IEP's or GIEP's. Teachers will be responsible for reviewing and being in compliance with IEP's/GIEP's of all students they have in class. All IEP's/GIEP's should be read during the first week of school and again when a new IEP/GIEP is written during the year. Teachers are also reminded that a regular education teacher must be present at all IEP's/GIEP's. Efforts will be made to equally balance attendance among all staff members and to schedule IEP's/GIEP's as conveniently as possible.

LESSON PLANS

Lesson or Unit Plans do not need to be submitted to the office. However, teachers are required to have weekly lessons organized and lesson plans/ unit plans on their desks and available at all times.

MAILBOXES

Please check your mailboxes before school, after school and, if at all possible, during your lunch period. **No** student will be permitted to get mail for a teacher unless that teacher notifies the office.

MONTHLY GRADE LEVEL or DEPARTMENT HEAD MEETINGS

Once a month each grade-level coordinator or department head will meet as a team with administration to discuss grade levels, departments, and data topics. Grade level coordinators or department heads will meet their assigned team members to share the information within 24 hours of the scheduled meeting.

MOVIES

Movies shown in a classroom must have administrative approval and have significant relevance to curriculum.

PARENT CONFERENCES

To maintain positive, home-school relationships and provide a cooperative environment in which student achievement and proper behavior are promoted, all staff members are encouraged to maintain communication with parents. Any time a teacher finds it necessary to have a conference with a parent, the teacher should notify the office so that office personnel know to expect the parent and direct him/her to the appropriate meeting place. If at all possible, conferences should be scheduled during planning or lunch periods, or before or after school. Teachers are reminded to talk only about the individual student involved; never refer to other students by name or say "they're all doing this." If a problem surfaces at a conference, the teacher should notify the principal. If requested to become involved, counselors and administrators are willing to participate in conferences.

PERMANENT RECORDS POLICY

The permanent record is the official school record which is initiated in kindergarten and continues through Grade 12. This record serves the needs of present students and is kept on file after graduation as a resource record to meet the needs of former students.

Information on the permanent record includes identifying information (name, address, birth date, parent's name, sibling names, etc.), grade level, completed grades, class standing, attendance record, standardized achievement test scores, mental ability and aptitude test scores, and extracurricular activities. The records are kept current by recording appropriate information as it becomes available.

These records are stored in a secured location in or near the school office and are not permitted to be taken outside this area. The files are locked after school hours.

The professional staff may review student records when information is needed. The office secretaries may remove records to secure information for transcripts and for recording of data.

Parents or legally appointed guardians may inspect student records provided the counselor or some other qualified staff member is present to provide suitable interpretation of the recorded information.

Students may be informed of the data on their records at the discretion and interpretation of the counselor or other qualified staff member.

Information on the records may be released to legitimate requesting parties (prospective employers, trade and technical schools, colleges, armed services, etc.) upon signature of the record release form.

Permanent records contain data of a confidential nature and should therefore be maintained only by personnel who are authorized to use these records.

PSSA AND KEYSTONE EXAMS

Students scoring proficient or advanced on the state assessments is the responsibility of all teachers. **Writing, Reading, and Math** are expected to be taught across the curriculum. English Language Arts and Math instruction should be included as part of teacher's resources and reflected in your lesson plans.

RELEASE OF SCHOOL RECORDS

Any request for release of school records, or any part of the same pertaining to that information contained on the pupil permanent records, should be referred to the guidance counselor or building secretary. A conference will be scheduled with the parents at which time the parents will be required to complete and sign a written parental release form.

Any information contained on psychological or educational evaluations completed by either the District psychologist or any other psychologist may only be released through the office of the District Psychologist.

RELEASING STUDENTS FROM SCHOOL FOR INVESTIGATIONS

The School Code of the Commonwealth of Pennsylvania invests the school with the responsibility of its students "in loco parentis." In other words, the school is responsible for the student from the time he/she leaves home in the morning until he/she returns home at the end of the school day. We, therefore, believe that parental consent must be obtained before a student is to be excused from school and/or taken off school grounds for the purpose of a hearing or investigation. In cases in which a subpoena is issued, no parental consent will be required.

We also believe the school should be free as possible from interruptions and, therefore, investigations involving student conduct out of school should be handled out of school. In cases of extreme emergency, we will provide conference time and require a school representative to be present as a matter of protection for the school.

We appreciate the close cooperation between the school and law enforcement agencies and shall do our very best to cooperate.

SALESPEOPLE

Teachers are not to permit salespeople to visit during class hours without prior permission from the office.

SEXUAL HARASSMENT

Teachers should ensure that their speech and actions toward other staff and students are free of all sexual innuendo at all times. Teachers are also advised to never meet behind closed doors with a student. No attempt whatsoever should be made by staff to make remarks, humorous or otherwise, of a sexual nature in their classes.

SIGNING OUT

For the safety of all, staff must sign out in the main office of each building when leaving during the day.

SMOKING REGULATIONS

No smoking, use of tobacco and/or vape products will be permitted on school property in the North Schuylkill School District.

STAFF WORKDAY

The length of the workday shall be 7.5 hours or as amended based on direction by the Superintendent. Permission to leave early or arrive late must be pre-approved by the principal, and staff must sign in and out in the office. Not following this time frame will lead to a warning, memo of concern, or a letter of reprimand.

STAFF ABSENCE

Procedures relating to personal days, sick days, emergency days, bereavement leave, insurance coverages, etc. are contained in the negotiated agreement. Copies of the agreement are made available to all teachers. Please refer to this document for guidelines on these issues and related employment matters.

STAFF/STUDENT NON-FRATERNIZATION

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not friend students on any social media platforms.
7. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
8. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
9. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations
10. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
11. Staff members shall not send students on personal errands.
12. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
13. Staff members shall not attempt to counsel, assess, diagnose, or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
14. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

SOCIAL MEDIA

All employees, faculty and staff of this School District who participate in social media websites or applications such as, but not limited to, Facebook, Twitter, Snapchat, and/or Instagram shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty, and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students.

Employees, faculty, and staff shall **NEVER** use their personal social media accounts in any way purporting to be or speaking for the North Schuylkill School District.

STANDARDS ALIGNED SYSTEM

Standards Aligned System (SAS) is a comprehensive approach to support student achievement across the Commonwealth. SAS includes six (6) components: Clear Standards, Fair Assessment, Curriculum Framework, Instruction, Materials and Resources, and Intervention. Teachers are expected to become knowledgeable in the SAS which may be found by going on to the SAS website at www.pdesas.org.

SUPERVISION

- Halls and corridors: The responsibility of discipline in the halls and corridors is the same as in the classroom or homeroom. All teachers are expected to share the responsibility. Teachers are to stand at their doors during the change of classes, students are to be at level zero in the hallways at NSE. Do not leave your class alone in the room for any reason. If you need supervision due to an emergency situation or other situations, call the office and someone will come and cover your classroom. Please avoid using class time for out-of-school activities, visiting, or permitting students to do the same. Discipline is everyone's job—not just the responsibility of a few.
- Be sure that you make students aware of your expectations and consistently enforce them with all students.
- Only let one student out of your room at a time, students need to sign out and if going to the nurse have a pass.
- Know where your students are at all times.
- Be in control of your class and establish your authority in the classroom.
- Your responsibility for supervision is over the entire student body and not just your classes. Do not ignore a disciplinary infraction that occurs outside of your classroom.
- Be outside your classroom door between classes.
- Students are not permitted in school building classrooms after hours unattended; students will need to enter school buildings after hours through the main entrance to be checked in and teachers should make sure all students in classroom hallways after hours have a legitimate purpose or approval. The building principal or assistant principal may promulgate additional rules or guidelines.
- Avoid social media with students; educators have to be careful using personal social media accounts as to not to share information publicly accessible to students, and students should never be accepted as friends or allowed to follow your personal social media account.
- Document/report a situation if unavoidable; report any incident or event, even if benign to avoid the appearance of impropriety or different recitation of events between student vs. educator/coach, to the building principal even if it is the next morning and to document the situation, just to cover a situation.
- Never be alone; there almost always is a way to avoid being alone with a student. If you need to have a conference with a student, ask another teacher or staff member to sit in on the conference, postpone the meeting rather than have it or at least leave your door open and make sure others in the building are aware of what is going on to avoid putting yourself in a situation where it is the educator's word against the student. Meetings can be coordinated with the guidance office, principal, or dean of student's office or in other classrooms.
- Never give a student a ride. Beyond your personal liability in the event of a crash/injury, the appearance of impropriety alone, which may affect your reputation and credibility, should deter you from giving any student a ride not otherwise sanctioned by the School District and/or the student's parent/guardian.
- Never talk about personal issues or respond to personal questions. If a student asks something too personal, tell the student it crossed a line and then immediately report it to an administrator.
- Unprofessional or inappropriate interactions, both physical contact/touching as well as verbal exchanges, by/between any teacher/staff and any student, irrespective of gender of either, to include but not be limited to such which is not warranted, welcomed, and/or otherwise authorized with consent of the student which may cause the student to feel unsafe, harassed, or uncomfortable in a sexual or threatened matter is prohibited.

SUPPLIES

Teachers may secure needed supplies by sending to the office a requisition slip on which is clearly written the teacher's name, date, item, and quantity requested. This requisition slip must be signed by the teacher. Please note all supplies may not be available. Nothing should be removed or placed in the supply/book room without prior administrative approval.

TEACHING POSITION TRANSFER REQUESTS

Any teacher currently employed with the North Schuylkill School District may request a grade level or building transfer by completing a Change of Assignment Form. Any teacher or staff member who plans to transfer from one classroom/building to another must take only his/her own personal items. Everything else should remain in the room.

TRIP REQUEST FORM – PROCEDURE FOR COMPLETION

1. Trip request forms are available in the main office of all buildings.
2. The Teacher will submit a trip request form to the building principal. All trips must be grade-level District-wide trips and an attempt made to be scheduled on the same day.
3. The principal will review the trip request form with the teacher and will approve or deny the request. If the trip request is denied, this trip is cancelled, and the principal will inform the requestor.
4. Approved and completed trip request forms will be sent to the Transportation Coordinator.
5. All trip request forms must be received by the Transportation Coordinator a minimum of **three (3) weeks** before the desired trip date. If timing is an issue the trip request form may be faxed to the Transportation Coordinator with the original copy to follow as soon as possible.
6. Trip dates will be reserved on a first come first served basis.
7. The Transportation Coordinator will approve or deny the trip request form based on availability of buses. The Transportation Coordinator will also make the arrangement of buses with the transportation provider and determine the costs involved.
8. The Transportation Coordinator will then submit the approved trip request form to the Superintendent.
9. The Superintendent will return the approved/disapproved trip request form to the Transportation Coordinator.
10. If a trip request form is denied by either the Superintendent or the Transportation Coordinator, the principal will be notified immediately with a copy of the denied trip request form listing the reason why the trip was denied.
11. The Transportation Coordinator will send an approved copy of the trip request form to the principal as confirmation of the trip.

* Any trip, even if by charter bus, **MUST** go through this process. If this process is not followed, the trip may be denied at the last moment.

ELEMENTARY – MISCELLANEOUS

ESAP – NSE

The North Schuylkill School District personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. The Elementary Student Assistance Program (ESAP) is designed to help students who are experiencing disciplinary, personal, family, social, or chemical dependency problems that may interfere with academic performance. ESAP is a method for intervening and referring these students to appropriate community services. ESAP is an intervention program, not a treatment program.

The heart of the program is the ESAP Team, which is a core group of school personnel who are specially trained to work with and support these students. The team is composed of teachers, administrators, the school nurse, guidance counselors, social workers and intervention counselors.

The team meets at least one time every month. Anyone who has a concern, including students, can refer a student to the team.

ESAP TEAM MEMBERS

Janel Babatsky	Megan Rollenhagen
Roobhenn Smith	Christine Burns
Carolyn Fishburn (SAP Liaison)	Michelle Hull
CSBBH personnel	Devon Sinkovich
Meghan Artley	Katrina Cara
Allie Lesher	Brandy Sullivan

GRADING

ESchoolData is the program that is used for student grading. Grades must be posted in ESchoolData within 7 days, as parents, guidance counselors, and administrators view the grades. Any grade given to a student by a teacher should reflect the student's achievement in the subject according to his/her ability and effort. Teachers should be prepared to explain a student's grade to the student, his/her family or the administration upon request. Teachers cannot take points off a student's grade as a consequence for discipline violations.

In addition, progress reports will be sent to the homes of all students in danger of failing a subject at the middle of every marking period (K through 6th grade). **Parents are also encouraged to utilize the CSIU Parent Portal for more frequent updates on their child's progress or to contact the teachers or guidance office directly if they have any concerns.**

Pupil progress will be automatically reported to the student and parent/guardian 4 times a school year for kindergarten: after the 45th day of school, after the 90th day of school, after the 135th day of school, and at the conclusion of the school year. The following scale will be used for grading:

Standards Based Report Card: Academic Scale (K)

ADV: Advanced
PROF: Proficient
BAS: Basic
BEL: Below Basic

Successful Learner/Encore Subject Area Scale

4 = Advanced
3 = Proficient

2 = Basic

1 = Below Basic

HOMEWORK POLICY

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Family Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science and long-term projects.

In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

RECOMMENDED TIME ALLOTMENTS FOR HOMEWORK

At North Schuylkill Elementary School, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing in a Writers Notebook, or additional practice with Mathematics skills is recommended.

Grade	Reading	Written	Total
Kindergarten	Families and children spend time together reading books 15 minutes	None	15 minutes
First	15 minutes	15 minutes	30 minutes
Second	20 minutes	15 minutes	35 minutes
Third	20 minutes	20 – 25 minutes	40 – 45 minutes
Fourth	20 – 30 minutes	25 – 35 minutes	45 – 60 minutes
Fifth	25 – 30 minutes	35 – 40 minutes	60 – 70 minutes
Sixth	25 – 30 minutes	40 – 45 minutes	65 – 75 minutes

DETENTION DUE TO MISSED ASSIGNMENTS

DETENTION PROCEDURES FOR HOMEWORK

1. When a child misses the **first homework assignment**, please write a note to the parents in the student's homework assignment booklet. This will be for the first missed homework day. If a child misses two homework assignments in the same day, only one strike is placed against that child as far as detention goes.
Please label this message to the parent as Missed Homework Assignment #1.
When a child misses a **second homework assignment**, contact the parent by telephone letting the parent know that this is the second missed assignment that this child has missed in a month's time.
Please label this message to the parent as Missed Homework Assignment #2.
2. When a child misses a **third homework assignment** in the current month, schedule a face-to-face conference with the parents and the student. Please label this conference with the parent as Missed Homework Assignment #3.
3. When a child misses a **fourth homework assignment** in the current month, send the lunch/afterschool detention form to be signed by the parents' home with the child. When the form is returned, give it to the secretaries to assign and they will make a copy for administration. Currently detentions will be held every Tuesday and Thursday each month (except the first Tuesday of every month) until 4:40 PM. Please keep in mind that the parents need to get 48 hours' notice for a detention.

If a child misses four homework assignments in one month, that child will be assigned a lunch detention and/or an after-school detention by the teacher. Teachers will keep parents informed of missed assignments by writing them in the student's agenda (homework) book.

If a student misses an after-school detention, he/she will receive either an in-school or out-of-school suspension.

JUNIOR SPARTAN ACADEMY

Junior Spartan Academy will be utilized as an In-School Suspension Room and for the replacement of an offense that normally would have had the consequence of after school detention. Students who commit an offense of Level 2 or higher will go directly to Junior Spartan Academy for the remainder of that subject being taught and will independently complete the rest of their work for that subject while there. In addition to serving the rest of the subject time, they will also serve their lunch and recess times there for that day. If a student is sent to the Junior Spartan Academy, the teacher who is writing the student up should: 1) send the student to the Academy; 2) contact the parent; 3) write the student up and send the referral to the office.

LUNCHROOM PROCEDURES – NSE

In order to have building wide lunchroom procedures, please ensure that the following are occurring when on duty in the cafeteria.

1. All students enter or exit the cafeteria in an orderly fashion.
2. All students return trays in an orderly fashion.
3. Seating in the cafeteria should allow students that are packing lunches or eating in the cafeteria to sit together in an orderly fashion.
4. Behavior in the cafeteria should reflect growth and development toward the establishment of social graces. Throwing of food, screaming, unnecessary movement or physical activities should be checked immediately. A happy relaxed atmosphere with a respectful attitude toward others' needs should be the cornerstone of our mealtime setting.
5. All students are to be dismissed in manageable groups and are to follow teacher directions to discard trash. Children should place garbage and utensils in the designated containers.

6. All children should be instructed to clean up their place on both the table and the floor. No table should be dismissed until the floor and the table is free of garbage and papers.
7. All students are to go to their designated lines and get quiet. Teachers on duty will assess the behavior.
8. Dismissal will be in an orderly fashion – walking at all times.
9. Soda and energy drinks are not permitted.
10. Teachers should take positive actions to encourage good behavior and good table manners.

LUNCH SCHEDULES

Grade	Times
Kindergarten	11:25 – 11:55
1 st	12:00 – 12:30
2 nd	11:00 – 11:30
3 rd	10:50 – 11:20
4 th	12:50 – 1:20
5 th	11:40 – 12:10
6 th	12:20 – 12:50

PARTIES at NSE

Classroom parties are sponsored by the PTO with the help and cooperation of the classroom teacher. Most parties begin at 2:00 p.m. and end at 3:15 p.m. Homeroom parents help serve a simple treat and direct either games or a craft. Judging of contests and awarding of prizes is not permitted (example: judging for Halloween costumes, drawings, etc.).

Families may want to send a birthday treat for their child's classroom. All treats must be store-bought items. Birthday treat ideas can be stickers, pencils, cookies, candy, a coloring sheet, ice cream, and of course cupcakes. These are only a few ideas. If you do send a birthday treat, please send enough for your child's classroom only. Any extra treats will be sent home. Summer birthdays are celebrated in April and May.

Children may distribute birthday party invitations only if every child in the class will be invited. You may not send invitations if you are limiting your guest list to only a select few. The school cannot provide parents with addresses or phone numbers of students.

PBIS at NSE

Positive Behavior Support will allow the opportunity to provide a fair and consistent behavior plan. This plan will benefit the entire student body. Research indicates that students achieve at a higher level when they know they are in a safe environment, as well as knowing the expectations for their behavior. Positive Behavior Support will help attain these goals.

The plan provides detailed expectation in every area of the school while emphasizing safety. The success of the plan is also dependent on the participation of our families. Research demonstrates that school behaviors that are followed in the home greatly improve effectiveness in the school.

The plan will focus on following the "SPARTY" Way:

- S** – safe
- P** – participate
- A** – act
- R** – respectful
- T** – teamwork
- Y** – because you are worth it!!



TIME SCHEDULE for NSE

Children will be admitted to the building at 8:20 a.m. If a child is getting breakfast, they will get their breakfast from one of the breakfast carts and report directly to their homeroom. Children should be in their classrooms by 8:45 a.m., the tardy bell is at 8:50 a.m.

DISMISSAL

Dismissal time is 3:15 p.m.

Please refrain from having your child dismissed prior to 3:15 p.m. unless they have an appointment. If a student is to be a parent pick-up, a note must be sent in to the teacher electronically through Pick Up Patrol or with the student directly.

JUNIOR/SENIOR HIGH SCHOOL – MISCELLANEOUS

ACTIVITY ACCOUNTS at JSHS

An accurate account of each organization is kept by high school secretary. Bills will be paid when proper invoices are presented to her. A completed activity voucher must accompany the invoice. Remember, **expenditures over \$1,000.00 must be accompanied by three written proposals. Items purchased that will exceed \$1,000.00 cannot be split on two invoices.** No bills will be paid in cash.

ATTENDANCE at JSHS

Attendance will be taken daily by the HOMEROOM teacher and submitted to the main office through CSIU Gradebook. Attendance must also be taken and submitted on CSIU Gradebook within the first 10 minutes of each class period every day. It is very important that your attendance is accurate. If a student reports late without reporting to the tardy table, please send the student to the tardy table for a tardy slip. Students must turn in excuse notes in the main office before first period at the beginning of the day.

DUTY ASSIGNMENTS at JSHS

AM duties begin at 7:20 a.m. and PM duties begin at 2:30 p.m. Students may begin being dismissed from the cafeteria at 7:20 a.m. Each teacher will be assigned a duty for the entire school year. Duties will include AM bus duty, PM bus duty, ISS duty, cafeteria duty, hall duty and academic preps. All teachers are expected to monitor the hallways between class periods. Teachers are expected to be on time for their assignment and remain for the duration.

EXTRACURRICULAR ACTIVITIES at JSHS

Extracurricular activities will begin at 2:45 p.m. for Detention Students only needing transportation will be transported by the 3:10 p.m. bus to the elementary school and ride home on the appropriate bus. A 5:45 p.m. bus will also be available for students participating in extracurricular activities.

FIELD TRIP GUIDELINES

1. Students must have a passing grade in the subject that is taking the field trip.
2. Students may not have more than 15 school absences per semester or 20 school absences for the entire school year to participate in a field trip. Any absences beyond that need approval by the principal.
3. Any student serving ISS/OSS on the day of the field trip cannot participate in the field trip.
4. Any student with repeated discipline problems could result in removal from the field trip at the discretion of the principal.
5. Final field trip participation is at the discretion of the principal.
6. Students may participate in a maximum of 2 field trips in any one-week period.
7. No field trips are permitted in September or May.
8. Additional field trip participation requirements are at the discretion of the discretion of the teacher sponsoring the field trip.
9. Any chaperone on a field trip must have the proper clearances (as per policy of the School Board).
10. The Teacher sponsoring the field trip must have a list of all students participating in the field trip to all teachers and administration a minimum of one week prior to the field trip.

GRADING at JSHS

CSIU Gradebook is the program that is used for student grading. Grades must be posted in CSIU Gradebook by 1:00 p.m. every Friday. Students' academic eligibility for extracurricular activities is also determined through CSIU Gradebook. The athletic director will run eligibility every Friday at 1:15.

Any grade given to a student by a teacher should reflect the student's achievement in the subject according to his/her ability and effort. Teachers should be prepared to explain a student's grade to the student, his/her family, or the administration upon request. Parent contact will be made for students who

will be receiving a failing grade. Teachers cannot take points off a student's grade as a consequence for discipline violations.

HALL TRAFFIC at JSHS

Teachers must be at their classroom door between classes and, also before and after school. When many professionals are present the number of disciplinary incidents is drastically reduced, and the rules of proper behavior become much easier to enforce for all of us. All students observed in the halls during class time should be asked to show their signed permission slips. Everyone leaving their room must have a pass and only one student should be allowed to leave at a time! **STUDENTS MUST SIGN OUT WHEN LEAVING A CLASSROOM DURING CLASS TIME. STUDENTS ARE NOT PERMITTED TO GO TO THEIR LOCKERS DURING CLASS AND SHOULD BE ALLOWED TO USE THE LAVATORY ONLY IN AN EMERGENCY.**

LOCKERS at JSHS

Student lockers are the property of the School District and may be searched at any time by the administration. If you, the teacher, believe that a student has any illegal materials in his/her locker, do not search the locker by yourself, but contact an administrator. The administrator and one other professional will be present when the locker is opened. If the student is available, he/she will also be present during the search.

Students will be allowed to use their lockers before homeroom and after 3rd period for senior high students only, before and after lunch and at the end of the day. Lockers have been assigned as close to the students' homeroom as possible. Homeroom teachers are responsible to assigning individual lockers to students. A copy of assigned locker lists must be sent to the office. All teachers are expected to monitor the lockers. In other words, all teachers will enforce the rule that students use their lockers only during the above-mentioned times.

Locker clean-out will be held at least once per marking period. Each homeroom teacher will be responsible for ensuring that all lockers are thoroughly cleaned and will sign off on their homeroom locker list affirming that they have checked all lockers. Teachers who do not have homerooms will be given assigned places at this time to assist with the clean out.

PARTIES at JSHS

Parties should not be held in the classroom during class hours without permission from administration. Exceptions would include elementary parties, as noted in the Elementary section of this handbook.

PASSES at JSHS

Students must be issued a pass when they leave your room, or they must have a pass from another teacher to leave your room. Teachers must fill out the hall passes completely for students. Students may not be in the halls without a pass.

PRACTICES at JSHS

All after school practices will begin at 2:45 p.m.

STUDENT ASSISTANCE TEAM – SAP TEAM – JSHS

The student assistance program is designed to help students who are experiencing disciplinary, personal, family, social, or chemical dependency problems that may interfere with academic performance. The team is composed of teachers, administrators, the school nurse, guidance counselors and at least one non-school professional with experience in the mental health and/or chemical dependency field. The team meets every week. Anyone who has a concern including students can refer a student to the team.

SAP TEAM MEMBERS

Dr. Robert Ackell	Nicholas Sajone	Knute Brayford	Joe Tomtishen
Ken Roseberry	Nicole Leiby	Kristine Russell	Robert Shaffer
Melissa Lorady	Jenna Dyszel	John Cuthie	
Leah Briggs	Michelle Misiewicz	Renata Blozousky	

CLOTHING SALES PROCEDURES

All clothing designs need to be approved by the administration.

All clothing sales to students and staff from groups, clubs or teams selling NS apparel must be approved by administration before advertising.

2025-2026 Bell Schedule – JSHS

Revised 7/29/25	Regular Bell Schedule	2-Hour Delay Schedule	3-Hour Delay Schedule	2-Hour Early Dismissal Schedule	Early Dismissal Day Schedule
HR	7:39 – 7:48	9:39 – 9:42	10:39 – 10:42	7:39 – 7:42	7:39 – 7:46
1	7:52 – 8:34	9:46 – 10:13	10:46 – 11:03	7:46 – 8:13	7:50 – 8:01
2	8:38 – 9:20	10:17 – 10:44	11:07 – 11:24	8:17 – 8:44	8:05 – 8:16
3	9:24 – 10:06	10:48 – 11:15	11:28 – 11:45	8:48 – 9:15	8:20 – 8:31
4	10:10 – 10:52	11:19 – 11:46	11:49 – 12:06	9:19 – 9:46	8:35 – 8:46
A Lunch	10:56 – 11:26	11:50 – 12:20	12:10 – 12:40	9:50 – 10:20	8:50 – 9:20
5B	11:30 – 12:12	12:24 – 12:54	12:44 – 1:14	10:24 – 10:54	9:24 – 9:54
6B	12:16 – 12:58	12:58 – 1:28	1:18 – 1:48	10:58 – 11:28	10:00 – 10:30
5A	10:56 – 11:38	11:50 – 12:20	12:10 – 12:40	9:50 – 10:20	8:50 – 9:20
B Lunch	11:42 – 12:12	12:24 – 12:54	12:44 – 1:14	10:24 – 10:54	9:24 – 9:54
6B	12:16 – 12:58	12:58 – 1:28	1:18 – 1:48	10:58 – 11:28	10:00 – 10:30
5A	10:56 – 11:38	11:50 – 12:20	12:10 – 12:40	9:50 – 10:20	8:50 – 9:20
6A	11:42 – 12:24	12:24 – 12:54	12:44 – 1:14	10:24 – 10:54	9:24 – 9:54
C Lunch	12:28 – 12:58	12:58 – 1:28	1:18 – 1:48	10:58 – 11:28	10:00 – 10:30
7	1:02 – 1:44	1:32 – 1:59	1:52 – 2:09	11:32 – 11:59	10:34 – 10:45
8	1:48 – 2:30	2:03 – 2:30	2:13 – 2:30	12:03 – 12:30	10:49 – 11:00