

**NORTH STAR
SCHOOL DISTRICT
STUDENT
HANDBOOK**

REVISED March 2011

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FORWARD

Through the efforts of the Board of Education, administration, faculty, and support staff, this handbook has been prepared for the use of all citizens of the North Star School District. Its purpose is to make everyone aware of the many opportunities available to them in their school, as well as their responsibilities to it.

This Student Handbook includes provisions which are based on the School Board Policy Book of the North Star School District. The provisions of the Student Handbook summarize the applicable policies and in the event of any question, the specific provisions of the School Board Policy Book control. A copy of the School Board Policy Book is available at the central administrative offices for review during normal business hours.

It is the hope that each student will become involved in the total school program and contribute in some way to make our school district one of which the community can be proud.

EQUAL OPPORTUNITY POLICY

North Star School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, the North Star Superintendent, at 1200 Morris Avenue, Boswell, PA 15531, (814) 629-5631. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the North Star School District Superintendent at 1200 Morris Avenue, Boswell, PA 15531, (814)629-5631.

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THE NORTH STAR SCHOOL DISTRICT

The North Star School District is located in northern Somerset County, and encompasses an area of 102 square miles. The District serves approximately 1,200 students - North Star Central Elementary (Boswell) houses 420 students in grades K/4 through 4, North Star Middle School (Kantner) serves approximately 385 students 5-8, and the High School in Boswell has an enrollment of approximately 425 students in grades 9-12.

An Administrative Building, which was built in 1994, is adjacent to the North Star Central building.

An 8 million renovation has been completed at North Star East. The North Star School District has completed (summer of 2003) a new renovation and addition to the existing North Star Central Elementary.

The North Star High School renovations have been completed in the fall of 2007. The North Star Athletic Complex, located close to the High School has also undergone a complete face lift, including new sod on the field. Since this phase of renovations is completed, all the North Star School District buildings have been recently renovated.

Mission Statement

The North Star School District will provide all students with the educational skills that successfully develop their academic, technological, physical and social well-being.

This cooperation among school, family, community, and business will enable our students to emerge as productive citizens ready to embrace and enjoy a lifetime of learning in the larger context of life.

Vision Statement

The North Star School District will be a leader in education providing a safe and secure learning environment conducive to our students' achievement of their personal best.

SHARED VALUES

The North Star School District:

- * Will meet the PA Adequate Yearly Progress for achievement growing each year to achieve 100% proficiency.
- * Will provide tutoring for those students having difficulty in reaching the standard of achievement.
- * Will strive to maintain a safe environment conducive to learning in all our schools.
- * Will make every effort to be the finest school district where educators and staff will want to work as a result of emphasis placed on professional growth, respect and participation in the decision-making process.
- * Will work to give our students access to the world through connective technology and its constant integration of technology into the classroom.
- * Will welcome parents and community members into our schools as contributing partners in the education of their children.
- * Will promote healthy lifestyles for our students.
- * Will provide parents the tools necessary to take an active role in their child's education.
- * Will instill citizenship within the community in our students. We encourage all students to be active and volunteer within community groups.
- * Will encourage student participation beyond the walls of the classroom.
- * Will encourage all stake holders to work collaboratively toward success.
- * Will be accountable for our students' success, sharing accountability with family and students.

TRANSPORTATION

School Bus Code of Behavior

Pupils are encouraged to arrive at the bus stop on time, respect the property surrounding the bus stop, keep noise to a minimum, enter the bus in an orderly manner, cooperate with the bus driver (the driver is responsible for your safety) take care of the bus, and maintain order on the bus.

Pupils are required to comply with the following statements:

- ✓ The driver is in full command.
- ✓ Seating is zoned: high school in back, middle school in middle, elementary in front.
- ✓ The driver and/or principal may assign seats for which the student will be responsible.
- ✓ Excessive noise is not permitted.
- ✓ The use of tobacco, drugs, and alcohol on the bus is prohibited.
- ✓ Students must not throw anything inside the bus or out the windows.
- ✓ Students must not put paper, gum, garbage or any other trash on the floor of the bus.
- ✓ Students must not use obscene language.
- ✓ Students must not strike or cause injury to other persons on the bus. Keep hands and feet to yourself.
- ✓ Students must not tamper with any part of the bus or its equipment. Any damage to the bus or its equipment caused by vandalism will result in the parents of the child involved being billed for the cost of repairing or replacing same. The child may be turned over to the proper authorities for action.
- ✓ High school students will ride their assigned bus to and from school, if another bus stop is mandatory please stop by the main office to request a transportation form to be filled out by parent/guardian. (Please refer to the transportation form on page 59).

Any infraction of the above rules or other behavior considered by the driver to be detrimental will be reported to the building principal in triplicate on forms provided by the school district for disciplinary action. After notifying the parents on the first offense, the principal may deny bus privileges for the student for a period no more than three (3) days for the second offense and for five (5) days on the third offense. A fourth violation will be sufficient to warrant suspension on bus privileges.

If a student is removed from the bus for disciplinary reasons, the guardian will be responsible for transportation to school or for payment of van services to transport the student. Suspension of school bus privileges does not relieve the guardian of his/her

responsibility as the compulsory attendance laws apply. Absence from school for the above reason would be considered as an illegal/unexcused absence. It is the responsibility of the bus driver to report any infractions of the stated rules and guidelines for riding buses.

Busing Procedure

The assignment of school bus stops will be the responsibility of the school district. Parents must recognize that bus stop assignments cannot be customized to meet every individual need and still be part of a safe and efficient transportation system. **FOR SAFETY PURPOSES**, the North Star School District strongly recommends one (1) location be chosen for daily drop-off. However, if a secondary location is necessary, bus stop assignments shall be made in the following manner:

1. ***Primary Stop:** Will be assigned to the student based on their 911 mailing address and physical location of their home.
2. ***Secondary Stop:** *If a secondary location is necessary*, parents will provide an alternate 911 mailing address, within the school district, where their child will be dropped-off. Examples of a secondary stop may include a grandparent, daycare, relative or babysitter.

***You must provide the building where your child will attend a schedule of locations for both AM and PM stops. (For example: Monday, Wednesday and Friday at the PRIMARY STOP; Tuesday and Thursday at the SECONDARY STOP.)**

- Weekly or daily requests for alternate locations **WILL NOT** be permitted.
- Changes may be made with a *Court Order for Custody purposes or in an Extreme Emergency*. Repeated requests for emergency changes will be denied and presented to the North Star Board of Education for further review.
- If no adult is available at either location, parents must arrange to have their children picked up at the school building where they attend. Pick-up times are as follows:

Central - 2:45 PM, Middle School - 2:45 PM, H.S. - 2:44 PM

Early Dismissal Stop: In the event of a scheduled holiday early dismissal or a weather-related early dismissal, your child will be sent to the location they would normally go on that day of the week. *(For example; Monday, Wednesday, and Friday at the PRIMARY location - Tuesday and Thursday at the SECONDARY location.)*

IF A COMPLETED BUS INFORMATION FORM IS NOT RETURNED, THE CHILD'S 911 HOME ADDRESS WILL BE AUTOMATICALLY ASSIGNED.

Student Driver Procedure

Students that desire to use transportation other than school buses must complete a Passenger Parental Permission Form. The following procedure is in effect:

1. Students must secure, complete and submit the driving form to the office.
2. Students must acquire and display parking permit.
3. Students will park vehicles **ONLY** in the designated areas. If a student parks their vehicle other than the student parking lot he/she may be sent home for the day.
4. Students will not be permitted to go to the parking areas or move their vehicles during the school day without permission.
5. Students leaving school property during the school day must obtain office permission and sign out in the office.
6. No passengers other than those authorized by the parent may be carried.
7. Only licensed vehicles are permitted on school property.
8. All traffic laws that apply while traveling in a school zone must be obeyed.
9. Violations of these rules will result in the suspension of privileges and disciplinary action.

ATTENDANCE REGULATIONS

The Commonwealth of Pennsylvania requires all children between the ages of 8 and 17 to attend school unless legally excused. Parents/Guardians are responsible for their child's attendance at school. As part of their responsibility, parents/guardians are expected to provide the school with a written excuse for their child's absence on the day the student returns but no later than the third school day following the absence. Parents/Guardians should contact the school if extenuating circumstances regarding a child's absence exist.

Absences are classified as excused and legal or unexcused and illegal. Excuses must be turned in on an approved excuse form and properly signed by guardian.

If a student is absent, **he or she must present an excuse within three days of attendance in school after returning from the absence. If an excuse is not presented within three days, the absence will be considered illegal/unexcused.**

A warning letter will be issued when a student misses **ten (10) days**. A doctor's excuse must be presented after **fifteen (15) days** of absence. If a required doctor's excuse is not presented, the absence will be considered illegal.

Excused and Legal Absences

Excused absences are prescribed by law in the Pennsylvania School Code. The following reasons will be considered an excused absence from school (verification required):

- a. A student's illness or physical injury
- b. Death in the immediate family
- c. Quarantine
- d. Observance of a bona-fide religious holiday in accordance with the student's religious beliefs
- e. Health care from a licensed practitioner when it is not practical or possible to receive such care outside of school hours
- f. Family educational trips and tours (approved two weeks in advance)
- g. Urgent personal reasons that are approved by the school administration
- h. Court appearance
- i. School sanctioned educational tours or trips
- j. Approved work programs
- k. Out of school suspension

If a student has been absent from school, on the day the student returns, but no later than the third day following the absence, he/she must bring to the main office a written statement signed by their parent or guardian that indicates the following:

- a. Student's name
- b. Days and dates of absence
- c. Reason for absence
- d. Parent/Guardian signature

Excuse forms are available in the main office for this purpose.

Failure to submit an excuse to the main office within the three (3) day period will result in an illegal/unexcused absence for that time period.

A student whose absence is excused will have the opportunity to make up work assigned during the period of his/her absence. It is primarily the responsibility of the student to arrange to make up work missed during his/her absence within three days. Teachers will remind students of that responsibility. **STUDENTS WILL RECEIVE A FAILING GRADE FOR ANY ASSIGNMENTS NOT MADE UP FROM AN ABSENCE.**

Unexcused and Illegal

Absences for work, shopping, hair appointments, needed at home, visiting, hunting, fishing, and reasons other than those listed are considered illegal/unexcused. Missing the bus and oversleeping are

also examples of unexcused absences. Unexcused absences include days missed because of parental neglect, illegal employment or student being willfully truant (absent from school without the permission of a parent/guardian and school officials).

Unless the circumstances are very unusual, the office does not excuse students to be absent for purposes which are ordinarily classified as illegal/unexcused.

Every absence from school requires a written explanation. To be excused from school, the student must present a parent's request to the office. If the student is to be excused for a doctor's appointment, the doctor's name and telephone number must be stated in the explanation. **Students must be signed out, in the office, by their parent or guardian.**

A student requesting to be excused for an **educational trip or religious seminar**, must bring a written and signed explanation of the trip to the main office for approval by the principal **two weeks** prior to the date of the trip. Upon return from the educational trip, the student must submit a required assignment to the office. Proper procedure must be followed or the days absent will be considered illegal. Students may be excused one time per year, up to ten days.

All school work and tests must be made up by all absentees within **three days** after the student's return.

Unlawful or unexcused absences:

The North Star School District recognizes all provisions of Act 29 of Special Session 1 of 1995 with regard to truancy.

- I. When a student accumulates three days of unlawful absences, a first official unlawful absence notice will be delivered by mail or in person by the principal or his/her designee.
- II. If a student accumulates three additional days (consecutive or non-consecutive), of unlawful absences following the first notice, a second notice will be delivered by mail.
- III. Upon accumulation of the seventh day of illegal absence, a notice is filed with the District Justice for issuance of a summons and a hearing.
- IV. If a student is unlawfully absent a single session following the parents' arrest and conviction of violating the compulsory attendance law, prosecution may be instituted again without a second written notice.
- I. A student in the category of thirteen years of age or older and who fails to comply with the provisions of the Act, or who is habitually truant from school without justification, commits a

summary offense, and shall upon conviction be sentenced to pay a fine not exceeding \$300.00 or be assigned to an adjudication alternative program pursuant to 42 PA.C.S. 1520.

- VI.** A student in the category of thirteen years of age or older who is convicted of a summary offense relating to habitual truancy, is subject to a 90 day suspension of his/her operating privileges by the Department of Transportation. A second conviction will require a six-month suspension.
- VII.** When a student in the category of seventeen years of older accumulates three days of unexcused absence, the first official notice of unexcused absence will be delivered by certified mail.
- VIII.** When a student in the category of seventeen years of age or older accumulates six days of unexcused absence, the second notice of unexcused absence will be delivered by certified mail. In this letter the parents will be informed that if their child misses one more day for an unexcused reason, it may be necessary to drop the student from our class rolls.
- IX.** Section 1343 of Act 29 grants state, municipal, port authority, transit authority, housing authority, and school police with the same arrest powers as attendance officers and home and school visitors, with regard to the arrest or apprehension of a child who fails to attend school in compliance with the provisions of the Act. (Effective 1/16/96)

Tardies

We would like to remind all parents/guardians and students about the importance of attending school and not being tardy. Research has shown there is a direct relation to punctuality and success in school. A student who arrives tardy is missing valuable instructional time in addition to causing a disruption to the learning environment of fellow students. We encourage parents to take seriously their obligation and responsibility to get their child to school in a timely manner. Please make a concerted effort to schedule all appointments after the academic day. Thank you for your help and cooperation.

Being on time to school and class is optimum for teaching and learning. School bus transportation is provided free of charge to students of the North Star School District. For this reason, tardies related to car problems, oversleeping, etc. are not valid reasons for tardiness. To receive an excused tardy when late to school, the student must have either: (A) a doctor's excuse (B) an official court notice (C) a parent note, including the information needed for an excused absence.

Illegal/Unexcused tardies will accumulate to full day absences.

PERSONAL APPEARANCE GUIDE

Pride in school includes the appearance of students. Also, the concern for the safety, health, welfare, and morals of the students as well as the prevention of disruption of the educational program indicates the need for a Personal Appearance Guide. School clothing should be appropriate as to time, place, weather, and should promote a sense of proper attire for public functions, which includes school attendance.

The following clothing is unacceptable:

- ◆ Tank tops, fish net tops, or tops with large arm holes
- ◆ Tops with less than 2 inch shoulder strap
- ◆ Bare-midriff tops, halters, low cut tops
- ◆ Tops not capable of being tucked in
- ◆ Muscle shirts
- ◆ Short/pants made of spandex, lycra, or similar material
- ◆ See through clothing
- ◆ Clothing which is too tight or revealing
- ◆ Excessively torn jeans or very low riding pants/shorts
- ◆ Appropriate undergarments must be worn and not exposed.
- ◆ Clothes/jewelry which promote, advertise, suggest, display or promote the use of alcohol, prohibited drugs or tobacco products.
- ◆ Clothes which depict or suggest sexual relations/nudity or vulgar/obscene language or images. This includes shirts that portray suggestive sexual logos from restaurants and other establishments with sayings that have double meanings. Examples include, but are not limited to: Hooters, Brass Balls Saloon, Big Peckers Grill, etc.
- ◆ Clothing that depicts violent acts, inappropriate images or terminology.
- ◆ Outer garments, such as coats and jackets shall be place in the cubbies/lockers provided and must not be worn in the classroom. Hats, handkerchiefs, and other head garments are not to be worn inside the school building.
- ◆ Skirts, split-skirts, culottes, skorts, and shorts shall be no shorter than straight are, finger tip length (use prudent judgment, a 5" inseam is appropriate)).
- ◆ Shoes must be worn - flip flops are not acceptable.

Students may be required to wear certain types of clothing while participating in specialized classes or other situations where special attire is required.

The administration will have the final decision on appropriate dress.

Consequences of Dress Code Violation

Students in violation of the Dress Code policy will be referred to the office and parents will be called to bring proper school attire. If parents cannot be reached, students will be given an opportunity to wear alternative clothes supplied by the office or another student or be placed in an alternative setting. Time missed from classes will be unexcused. Students shall not attend classes inappropriately dressed. Repeated offenders (more than twice) of the Dress Code will be subject to disciplinary action (Wednesday detention-Saturday detention-OSS).

Students will not be permitted to participate in graduation ceremonies unless they abide by the school dress code established for said activity.

SCHOOL CLOSING

In the event of severe weather or other circumstances, school may be closed, the starting time may be delayed, or there may be an early dismissal. These events will be announced on the radio stations and television stations WJAC (channel 6) and WWCP (channel 8). Please do not call the school. **Telephone lines must be kept open for emergencies.**

SCHOOL SURVEILLANCE

North Star buildings are under video surveillance at all times and that surveillance can and will be used during investigations or prosecutions.

North Star transportation may also be under surveillance and this surveillance may be used during investigations or prosecutions.

MOVING TO ANOTHER SCHOOL DISTRICT

Any student planning to leave our school district should notify the guidance counselor or building secretary immediately. Upon withdrawal notification, proper release forms will be given to the student to have signed by the parent/guardian. Students would also notify their teacher of their intentions. Books should be turned in to the teacher, all school debts paid, and all excuses handed in for days absent. Records will not be forwarded until these responsibilities are met.

VISITOR POLICY

In order to have a safe and secure environment for your child, we have adopted a visitor policy. Any visitor entering our building must report to the reception area. At the reception area, they will sign in and receive a visitor's pass.

The visitor policy is not meant to discourage parents visiting classrooms. We encourage parents, grandparents, and community members to be an active part of our school system. The policy is to protect your child. Children must feel that their school is a safe place. Prior principal permission must be obtained to visit classrooms.

ELECTRONIC DEVICES

Cell phones, MP3 players, and other electronic devices are not to be carried or used in the school building during school hours. All such items must be turned off and stored in student lockers or in the main office during these hours. If a student is in possession of any such electronic device, it will be confiscated and turned in to the office. Items will only be returned to a parent/guardian. The parent/guardian must then sign a form to release the item to him/her and will be instructed that the second offense will be the holding of the confiscated item until the end of the school year. Students using cell phones to contact home in the case of an illness will be considered a violation of this policy. Sick students should report to the nurse or office and school personnel will contact home.

NORTH STAR CENTRAL ELEMENTARY PROCEDURES

Opening Exercises

Opening exercises are conducted at the conclusion of lunch tallying and attendance. The exercises are broadcast over the P.A. system. The exercises include various activities such as the flag salute, current events, trivia, patriotic songs and morning exercises.

Cafeteria

The North Star cafeteria has computerized its system of accountability for meals issued to students. Each child will have a cafeteria account. In the elementary school, homeroom teachers will collect cafeteria money on Monday of each week. You may choose to send money for meals on a weekly basis, or you may pay for meals monthly, bi-monthly, yearly, etc. Deposits on the student's account should be made in envelopes with your child's name and pin number on it. Your child will be notified when his/her account reaches a negative balance. It is our goal to have all accounts in a positive balance. You may also view your child's account on Power School.

Meal prices are: breakfast, free; elementary lunch, \$1.25; reduced price lunch, \$.40; milk, \$.35.

Student use of energy drinks is not permitted during school hours.

Restrooms

The restrooms are used by students during classroom breaks. Kindergarten, and first grade have restrooms in the classroom. Students are expected to keep the restrooms clean. Individuals may use restrooms other than break times.

Lost and Found

The elementary building has a lost and found area in the lobby. Students are encouraged to bring items that they find to the office to be placed in the lost and found area.

Telephones

The telephones are available to students for emergency use only. An adult will assist the student in the use of the telephone. If parents must communicate with their child during the day, a message will be taken and forwarded to the student.

Homework

When your child is absent from school and needs his/her homework assignment, please telephone the school before 10AM. REQUESTS MADE AFTER 10AM MAY NOT BE HONORED. Homework requests may be picked up after 2 PM at the reception area.

Itinerant Classes

Physical Education classes are held once a week. The classes are held in the gym.

Library Class is held once a week. Library science class and book selection is done at that time. Books must be returned within a two-week period. Overdue fines are \$.01 (one cent) a day.

Music, art, and computer classes are held once a week.

Traffic Pattern

1. AM drop off before 7:45 AM: Pull up to second double door entrance and drop off student, use outside lane.
2. AM drop off after 7:45 AM: Park in parking lot and walk student into office and sign in (stay off of cement barrier).
3. Must call before 10 AM to add child to PM pick up list.
4. PM Pick up: Must park in parking lot and walk to gym entrance. **Doors will open at 2:45 PM.** May be asked to present ID.
5. **Never drive in the bus lane.**
6. **Never park on the outer side of the bus lane and drop child off.**

C.A.R.E.-North Star Elementary Behavior Program

- C** - COOPERATE
A - ACT RESPONSIBLY
R - RESPECT YOURSELF AND OTHERS
E - ENCOURAGE EACH OTHER TO MAKE GOOD CHOICES

SCHOOL WIDE RULES:

- 1 Keep hands and feet to yourself
- 2 Listen carefully
- 3 Be respectful
- 4 Follow directions

Teachers will develop and post classroom rules.
 School Service may be substituted for Recess Detention at any time.
 Students with continual discipline problems will not be permitted to attend planned school activities and/or the class field trip.

ALL DISCIPLINE IS AT THE PRINCIPAL'S DISCRETION.

INFRACTIONS	FIRST OFFENSE SENT TO OFFICE	SECOND OFFENSE SENT TO OFFICE	THIRD OFFENSE SENT TO OFFICE
Class Disruption/Did Not Follow Class Rules	Reprimanded	Lunch In-School Suspension	3 Days of LISS
Disrespectful	Reprimanded	LISS	3 Days of LISS
Verbal Argument	Reprimanded	LISS	3 Days of LISS
Harassment/Bullying	Warned/Letter Home	3 Days LISS	5 Days LISS
Cafeteria Disruption	Warned	LISS	3 Days of LISS
Profanity	1 Days of LISS	3 Days of LISS	5 Days LISS
Profanity at Staff	OSS-Length of time will vary with severity	OSS-Length of time will vary with severity	OSS-Length of time will vary with severity
Inappropriate Dress	Parents called for replacement clothes	Parents called for replacement clothes	Parents called for replacement clothes
Vandalism	LISS/ Clean Vandalism	3 Days of LISS/File Charges	Five Days of LISS/File Charges
Theft	3 Days LISS	5 Days LISS	3 Days OSS File Charges
Poss/Use of Tobacco	3 Days OSS/	2 Week	Begin

	File Charges	OSS/File Charges	expulsion proceedings
Poss/Use of Drugs/ Alcohol/ Paraphernalia	Expulsion for one year/ File Charges		
Poss/ Use of Weapon	Expulsion for one year/ File Charges		
Bus Violations	See bus policy		

Federal Programs

Title I

Title I is the largest federal assistance program for our nation's schools. Its goal is a high-quality education for every child, so the program provides extra help to students who need it most. The North Star School District operates a Schoolwide Program with the primary focus of the District's Title I funding being Central Elementary. The objectives of Central's Title I Program are as follows:

1. to identify students most in need of educational help
2. to set goals for improvement
3. to measure student progress
4. to develop programs that add to regular classroom instruction, and
5. to involve parents in all aspects of the program.

To help meet these objectives, Title I funds provide the salaries for three teachers and three paraprofessionals.

Several of the programs supported by Title I funds are centered on helping all students develop strong reading skills. One such program is our Guided Reading Program for grades K - 4. During Guided Reading, teachers work with small groups of students at their instructional level to guide them in using the context, visual, and structure cues within stories to generate meaning. By using instructional level texts that gradually increase in difficulty, students learn to apply strategies in context and gain confidence in their reading ability.

To provide support for our most at-risk readers, the District utilizes Title I funds for two reading intervention programs. Reading Rangers is an intervention program for our at-risk first grade students while Small Group Reading Intervention is designed to assist "at-risk" readers in grades K - 4 in Guided Reading.

Funding from this grant also supports the District's K/4 Program which is designed to provide developmentally appropriate experiences for children.

K-4

The purpose of our K/4 program is to provide developmentally appropriate experiences for children that have not entered kindergarten and are four years old by September 1st. Children are screened using various assessments. This program is designed to meet the needs of at risk as well as other children.

The curriculum is based on the High Scope Preschool Program. It also incorporates components of North Star's Kindergarten Program. The program goal is to develop students' cognitive, language, social, fine and gross motor skills, so they will experience educational success in the future.

The K/4 program at North Star Central is staffed by a Title I teacher and aide. Children will come to school with their parents for individual classroom visits with the teacher, during the first week of school. The children then will begin classes at the beginning of the second week of school. The sessions are half days, five times per week (Monday through Friday). There is a maximum number of children in each session.

Computer Lab

The computer labs are used to enrich and accelerate the curriculum. The students are afforded an opportunity to reinforce the skills learned in the classroom. They are also introduced to various software programs.

Title II

The purpose of Title II, Part A is to ensure that learning experiences and support services are provided for educators that promote quality instruction for student learning. This federal program provides funds to promote teacher and principal quality through strategies such as high quality professional development and the development of mechanisms and initiatives to promote the retention and hiring of highly qualified staff. In addition to the professional development component, our District also utilizes Title II, Part A funding to support the salary of a class-size reduction teacher in grade three. The ultimate goal of the District's uses of this funding is to increase student learning and achievement.

Title II, Part D is also known as Enhancing Education Through Technology (EETT). Its primary goal is to improve student achievement through the use of technology. In order to receive this type of federal funding, the District participated in and was awarded funding through a competitive grant process.

NORTH STAR MIDDLE SCHOOL PROCEDURES

Coming and Going

North Star Middle School is open to students each school day from 7:30 AM to 3:00 PM. Classes begin promptly at 8:00 AM. The students' day **ends at 2:40 PM.** No student should be in the building until 7:30 AM. Students arriving before 7:30 a.m. should report to the office. The North Star School District cannot be held liable for any harm that befalls a student who arrives before the designated time.

7:30/7:45 AM

All students are required to enter the building through the gymnasium doors only! Students report directly to either breakfast or homeroom. Once a student enters their homeroom, they are not permitted to leave without a pass. Students eating breakfast in the morning will place their belongings in the cafeteria. **Student use of energy drinks is not permitted during school hours.**

8:00 AM Late Bell

Students who arrive after 8:00 AM should report to the office with a valid written excuse for their tardiness. Students who arrive at school late should enter through the main doors and report immediately to the main office. A parent/guardian is required to sign their child in to school at this time. Students are not admitted until they are signed in by an adult.

Early Dismissal

State law mandates students' regular attendance at school and prohibits early dismissals or absences for illegal reasons. We ask all parents to make every attempt possible to avoid requesting early dismissals for any reason. We will, however, honor any emergency request as valid. All other excuses will be marked "illegal" as required by law. For a student to be dismissed early, a parent/guardian must send the student's homeroom teacher an excuse that includes the following information: name of student, day/date, signature of parent/guardian, and phone number where parent/guardian can be reached during the day. This excuse will be forwarded to the office. Students will be dismissed by the office.

Drop Off/Pick-up of Students

If you plan to drive your student(s) to school, or pick them up after school, **PLEASE DO NOT DRIVE IN FRONT OF THE MAIN ENTRANCE; INSTEAD DRIVE THROUGH THE FACULTY PARKING LOT, TURN RIGHT AT THE LOT'S END AND DRIVE TO THE BUILDING'S (SOUTH) SIDE ENTRANCE NEAR THE GYMNASIUM.** All

drivers should **STAY TO THE RIGHT SIDE OF THE ROAD TO LIMIT VEHICLE CONGESTION**. This is particularly important between 7:20 AM to 8:00 AM and 2:30 PM to 3:00 PM. **NO STUDENTS ARE TO BE PICKED UP OR DROPPED OFF IN THE PLAYGROUND AREA. MIDDLE SCHOOL STUDENTS CLASSIFIED AS WALKERS SHOULD BE PICKED UP BELOW THE GYM DOORS. DO NOT PICK UP YOUR CHILD BEFORE 2:45 PM UNLESS YOU HAVE AN EXCUSED EARLY DISMISSAL.**

Tardy Students

Students who are late to school without a legal excuse or who are late to class will be marked as tardy. Students who are marked tardy five (5) times, or upon each subsequent time, will be assigned a detention and face the possibility of having charges filed under the Commonwealth's compulsory attendance laws. Any student entering school between 8:05 AM and 11:30 AM will be considered tardy. Arrival between 11:30 AM and 12:00 PM will be a half (1/2) day absence. Arrival after 12:00 PM will be a full day absence

Homework Requests

Due to the high volume of activities in the main office, parents are asked to phone in requests for homework **before 8:00 AM**. Homework requests made before 10:00 AM will be ready and may be received at 3:00 PM. on the day the request was received. Requests made **after 8:00 AM**. will be prepared for 3:00 PM. of the **next school day**. Please do not request homework unless your child has been absent for **two (2) or more days**. Parents are discouraged from expecting another student to take their child's assignment(s) home.

Opening Exercises

Daily opening exercises will be conducted during homeroom. The exercises will consist of a flag salute and school announcements.

Attendance

The teacher will take the attendance daily at the beginning of all periods. A student will be marked absent if they are out of the room without the teacher's permission.

Hall Passes

Students leaving a classroom, cafeteria, or other room within the school must adhere to the sign-out procedure for that specific location. When leaving a room, students are required to have in their possession, a pass (Student Agenda or object). At no time should a student be in the hall without a pass. All students leaving the cafeteria must sign in **and** out, no matter what the time.

Telephone

The school's telephone is strictly a business phone. Therefore, students may use it only in extreme cases of emergency. We ask parents not to call students unless absolutely necessary during school hours. If you must call, we will take the message and relay it to the student.

Book Bags

Book bags and back packs are useful and convenient for transporting books and other materials to and from school. They **MUST** be stored in your locker or storage area during the school day. Book bags and back packs are **NOT** permitted in classrooms, library, or cafeteria. Arrangements will be made to store all large athletic bags. **We ask that NO book bags with rollers be used in the building.** These types of book bags are a safety hazard and do not fit in our locker systems.

Lockers

All lockers are considered school property. Absolutely no student is allowed to share a locker with another student unless assigned by a teacher. If a student notices an object in their locker that they do not own, it is the responsibility of the student to notify the office immediately. Students will be held accountable for any objects found in their locker. All students are required to keep their lockers clean and organized.

Textbooks

Textbooks are considered school property. Students are responsible for the proper care of their textbook entrusted to the student. In the event that students have either lost or damaged a textbook, the parents/guardians will be held liable. Students and/or parents/guardians must report any concerns with the condition of the textbook at the beginning of the year.

Substitutes

Substitute teachers assist the school and maintain the presentation of the required curriculum during teacher absences. All students are expected to provide the same respect as they would provide the classroom teacher. If a student chooses to exhibit unacceptable behavior in accordance with the Code of Conduct, the substitute teacher will notify the absent teacher/office. A reported student will automatically be assigned a Saturday Detention.

Plagiarism

Plagiarism refers to the presentation or submission of work of another, without citation or credits, as your own work. Teachers will inform students of this practice and consequence if a student should be found to have plagiarized an assignment. Teachers will also instruct students on the proper citation and credits to avoid plagiarism. A student who is found to have plagiarized will receive a 0 for the assignment/project. The student may submit a revised copy of the assignment project receiving a grade no more than a "C." The teacher will notify the parent/guardian of the offense.

Curriculum Information

GRADES 5 -8

Full Time Courses

English
Mathematics
Reading
General Science
Social Studies

Part Time Courses

Physical Education/Music/Health/Art/Technology Education/Computer/
Library Science

Grading Policy

Evaluation is based on the attainment of the objectives of the subject. The following symbols are used to report progress:

- A Student has attained all objectives (92-100%)-Advanced**
- B Student has attained most of the objectives (83-91%)-Proficient**
- C Student has attained the basic objectives (70-82%)-Proficient**
- D Student has attained a few of the basic objectives (60-69%)-Basic**
- E Student has not achieved the objectives of the subject (0-59%)-
Below Basic**

- O Outstanding (90-100%)**
- S Satisfactory (75-89%)**
- P Passing (60-74%)**
- F Fail (0-59%)**

In order to obtain a passing grade, assigned work not completed during the grading period must be completed within the first ten school days of the following grading period. If the work is not completed within this time frame, the student will receive an **F**.

Evaluation is based on the attainment of the educational goals and

academic standards of the district. At all grade levels, assessment activities designed by the teacher for each objective will be used to establish standards of acceptable performance for students in their school or departments.

Promotion from middle school to senior high school depends upon a satisfactory record at each grade level as determined by the teachers, principal, and guidance counselor. The principal has the responsibility for the final decision after consulting with the superintendent. Any student who received a failing grade in one and four fifths (1 4/5) classes for the year shall be retained at that grade level for the following school year. Any student who receives a failing grade in any one curriculum area that meets five times per week during two consecutive years at the middle school, shall be retained at that grade level.

Written notices will be sent home to parents of students that are failing at the middle of the school term. Parents will be asked to set up a conference. The same procedure will be used again at the end of the third grading period. Factors other than academic will be on the basis of what is best for the child.

Honor Roll

A student that earns all A's in their core classes receives highest honors. A student that earns one A and four B's in their core classes receives high honors. Students earning all B's in their core classes receive honors recognition. Students that qualify for honors must achieve a passing grade in all exploratory classes. There will be honor rolls for each quarter.

DISCIPLINE CODE OF CONDUCT

All consequences may be modified according to extenuating circumstances or severity.

LEVEL I

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with orderly operation of the school. This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.

Examples:

- Classroom/school disturbance or disruptive/inappropriate behavior
- Unauthorized presence in the halls or other school areas
classroom school behavior
- Eating outside cafeteria or in unauthorized area(s)
- 1st offense violation of school attendance policies

- Bullying/Harassment
- Non-defiant failure to complete or carry out directions
- Verbal harassment of others
- Running or shouting in the halls
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Bus misconduct
- Lying or Forgery of teacher/parent signature
- Inappropriate language
- No materials for class or refusal to cover text
- Unacceptable use of the Internet

Recommended Dispositions:

- Verbal or written reprimand
- Detention (Teacher)
- Special assignment
- Denial of privileges/extra-curricular activities
- Written agreement
- Confiscation

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the class and/or school. Continuation of Level I misbehavior requires the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level is misbehavior that does not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples:

- Plagiarism/Cheating
- Failure to serve consequences within reasonable time
- Misbehavior during field trips or school programs
- Violation of dress guidelines
- Abusive, obscene, or disrespectful language, writing, or gestures
- Open defiance of authority; willful refusal to do as ordered; or insubordination
- Physical contact (kicking, pushing, unsafe contact)
- Using, installing, or downloading unauthorized software(i.e. games, music, etc.)
- 2nd offense violation of school attendance policies (e.g. tardiness; truancy; cutting class; unexcused
- Unauthorized possession or use of school property, facilities, lockers which includes graffiti
- Leaving school property without permission

- 2nd offense Bullying/Harassment

Recommended Dispositions:

- Detentions (Teacher, Saturday)
- Denial of privileges/extra-curricular activities
- In-school suspension
- Confiscation
- Temporary suspension

In cases of in-school suspension, temporary suspension, full suspension or exclusion, students shall be entitled to due process rights as outlined in **Suspension and Expulsion** of the North Star School District *Middle School Student Handbook*.

LEVEL III

Acts that may be directed against a person or property, which have the potential of seriously endangering the health or safety of others in the school. Continuation of Level II misbehavior requires the intervention of personnel on an administrative level because the execution of Level II disciplinary options has failed to correct the situation.

Examples:

- Continuation of or extreme Level II misconduct
- Vandalism
- 3rd offense violation of school attendance policies (e.g. tardiness; truancy; cutting class; unexcused absence)
- Petty theft
- Fighting
- Intimidation
- Trespassing on or in school property when closed
- Threat towards another individual
- Sexual harassment
- Throwing an object (class, hall, bus)
- Possession of drug paraphernalia
- Possession or use of tobacco, matches, lighters, etc
- Hazing
- Destruction of the property of others and school (2nd offense)
- Lewdness or indecent exposure
- Infliction of serious bodily injury upon another person while in school, on school premises, or at a school function
- 3rd offense Bullying/Harassment

Recommended Dispositions:

- Detention (Saturday)
- Full suspension
- Confiscation
- Denial of privileges/extra-curricular activities

- Temporary removal from class
- Restitution of property or damages
- In-school suspension
- Referral to police or district magistrate
- Temporary suspension
- Referral to outside agency

LEVEL IV

Acts that may be directed against a person or property, which have the potential of seriously endangering the health or safety of others in the school. Continuation of Level III misbehavior requires the intervention of personnel on administrative level because the execution of Level III disciplinary options has failed to correct the situation. Student could also be subject to a Superintendent's hearing and possible intervention of law enforcement authorities.

Examples:

- Continuation of or extreme Level III misconduct
- Disorderly conduct
- Extortion or attempted extortion
- Unauthorized use of fire alarm or equipment
- Bomb threat or threatening phone calls
- Other violations of federal, state, or local laws
- Possession/use/transfer of dangerous weapons
- Theft or possession/sale of stolen property
- Assault
- Transfer/sale/possession/purchase/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol, or drug paraphernalia

Recommended Dispositions:

- Confiscation
- Expulsion
- In-school suspension
- Referral to police or district magistrate
- Temporary suspension
- Referral to outside agency
- Full suspension
- Restitution of property or damages

In cases of in-school suspension, temporary suspension, full suspension or exclusion, students shall be entitled to due process rights as outlined in **Suspension and Expulsion** of the North Star School District *Middle School Student Handbook*.

BULLYING PREVENTION PROGRAM

In an effort to decrease or eliminate the amount of harassment/bullying cases at North Star East, all students will be

held to a consequence any time that they have participated in this type of incident. Once the investigation is complete, students that have been found to be involved in a harassment/bullying incident will be provided a consequence. A Discipline Record form will be completed and the parent/guardian will be notified.

1 st Offense	Educational Component Parent/Guardian Letter
2 nd Offense	Parent Phone Call Detention
3 rd Offense	Detention Suspension Referral/Conference

NOTE: The teacher or administrator has the discretion of determination of the consequence due to the severity of the behavior.

OLWEUS BULLYING PROGRAM

During the 2004-2005 school year, we introduced and administered the first year of our bullying program. Although we are aware of needs for the upcoming school year, we feel that it has introduced the students to characteristics of bullying and strategies to use if a student should happen to be involved in an incident of this nature. In our attempt to protect our children and create the safest learning environment, we will introduce additional activities to the program. In May 2005, the bullying committee met with a trainer from Intermediate Unit 8 to discuss classroom meetings. The instructor provided the team with many valuable resources to promote more success with classroom meetings. These resources will continue to drive our program in the upcoming year.

This program contains an educational component within each classroom which incorporates a variety of supplements and resources, i.e. videos, role-plays, etc. Teachers will be required to instruct and discuss, in a class meeting format, with students bullying/harassment types of behaviors. This instruction must occur, as recommended by the Olweus Program, once a week or once every other week.

2010-2011 North Star Middle School Bell Schedule

5th Grade Schedule

Regular Schedule

7:30 - 8:05	Homeroom/Breakfast
8:05 - 9:40	Block 1 - Language Arts- Math
9:40 - 11:10	Block 2 - Language Arts- Math
11:15 - 11:55	Intramurals/Enrichment/Music
11:55 - 12:25	Lunch
12:25 - 1:30	Block 3 - Science/ Social Studies
1:30 - 2:10	Exploratory
2:10 - 2:40	Advisory

2 Hour Delay

9:45 - 10:05	Homeroom/Breakfast
10:05 - 11:05	Block 1 - Language Arts- Math
11:05 - 12:05	Block 2 - Language Arts- Math
12:10 - 12:40	Lunch
12:40 - 1:30	Block 3 - Science/ Social Studies
1:30 - 2:10	Exploratory
2:10 - 2:40	Advisory

Early Dismissal

7:30 - 8:05	Homeroom/Breakfast
8:05 - 9:25	Block 1 - Language Arts- Math
9:25 - 10:45	Block 2 - Language Arts- Math
10:45 - 11:10	Recess
11:10 - 11:40	Lunch
11:40 - 12:30	Block 3 - Science/ Social Studies
12:30- 1:00	Exploratory
1:00 - 1:10	Advisory

6th Grade Schedule

Regular Schedule

7:30 - 8:07	Homeroom/Breakfast
8:10-8:54	1 st Period
8:57-9:41	2 nd Period
9:44-10:28	3 rd Period/Exploratory
10:31-11:15	4 th Period
11:18-12:02	5 th Period
12:02-12:32	6 th Lunch
12:35-1:19	7 th Period- Enrichment/Intramurals/Music
1:22-2:06	8 th Period
2:09-2:40	9 th Period/ PM Advisory

Two Hour Delay Schedule

9:30 - 10:07	Homeroom/Breakfast
10:10-10:44	1 st Period
10:47-11:21	2 nd Period
11:24-11:58	3 rd Period/Exploratory
11:58-12:28	6 th Period Lunch
12:31-1:05	4 th Period
1:08-1:42	5 th Period
1:45-2:19	7 th Period
2:22-2:40	9 th Period/ PM Advisory

Early Dismissal Schedule

7:30 - 8:07	Homeroom/Breakfast
8:10-8:45	1 st Period
8:48-9:23	2 nd Period
9:26-10:01	3 rd Period/Exploratory
10:04-10:39	4 th Period
10:42-11:17	5 th Period
11:17-11:47	6 th Period Lunch
11:50-12:25	7 th Period /Enrichment/Intramurals/Music
12:28-1:00	8 th Period
1:03-1:10	9 th Period/ PM Advisor

7th/8th Grade Schedule

Regular Schedule

7:30 - 8:07	Homeroom/Breakfast
8:10-8:54	1 st Period /Exploratory (7)
8:57-9:41	2 nd Period/Exploratory (8)
9:44-10:28	3 rd Period
10:31-11:15	4 th Period/Enrichment/Intramurals/Music (7)
11:15-11:45	5 th Period Lunch
11:48-12:32	6 th Period/Enrichment/Intramurals/Music (8)
12:35-1:19	7 th Period
1:22-2:06	8 th Period
2:09-2:40	9 th Period/ PM Advisory

Two Hour Delay Schedule

9:30 - 10:07	Homeroom/Breakfast
10:10-10:44	1 st Period /Exploratory (7)
10:47-11:21	2 nd Period/Exploratory (8)
11:21-11:51	5 th Lunch
11:54-11:28	3 rd Period
12:31-1:05	6 th Period (7) 4 th Period (8)
1:08-1:42	7 th Period
1:45-2:19	8 th Period
2:22-2:40	9 th Period/ PM Advisory

Early Dismissal Schedule

7:30 - 8:07	Homeroom/Breakfast
8:10-8:45	1 st Period /Exploratory (7)
8:48-9:23	2 nd Period/Exploratory (8)
9:26-10:01	3 rd Period
10:04-10:39	4 th Period/Enrichment/Intramurals/Music (7)
10:42-11:17	6 th Period/Enrichment/Intramurals/Music (8)
11:20-11:55	7 th Period
11:55-12:25	5 th Period Lunch
12:28-1:00	8 th Period
1:03-1:10	9 th Period/ PM Advisory

NORTH STAR HIGH SCHOOL

Information

North Star High School is located in Somerset County. It is a four-year high school with grades nine through twelve housed in one building. North Star High School is a comprehensive high school offering courses in the Arts, Family & Consumer Science, Technical Arts, College Preparatory, Business, Special Education and Vocational-Technical curriculums.

Daily Bell Schedule

7:45 - **Teacher arrival**
7:53 - 8:42..... **HR/PD1**
8:45 - 9:29..... **PD2**
9:32 - 10:16..... **PD3**
10:19 - 11:03... **PD4**
11:06- 11:36.... **PD 5 (Lunch)**
11:39 - 11:50... **PD 6**
11:53 - 12:23... **PD 7 (Lunch)**
12:26 - 12:37... **PD 8**
12:40 - 1:10.....**PD 9 (Lunch)**
1:13 - 1:57... **...PD10**
2:00 - 2:44.....**PD11**
3:15 - **Teacher Dismissal**

School year is 180 days and includes two semesters with a total of four marking periods.

Grades

Grades will be calculated with the following percentages:
A = 92-100% B = 83-91% C = 70-82% D = 60-69% E = 0-59%

For scholarships and other student competitions, quality points will be used: A = 4 B = 3 C = 2 D = 1 E = 0

Honor Roll:

All A's and/or B's (no E's) or a combination of both in all subject.

Grading Policy

Evaluation is based on the attainment of the objectives of the subject. The following symbols are used to report progress:

- **A** - The student has attained all the objectives.
- **B** - The student has attained most of the objectives.
- **C** - The student has attained the basic objectives.
- **D** - The student has attained few of the basic objectives.
- **F** - The student has not achieved the objectives of the subject.

Failure/Make-up Class Policy

Any student failing in two or more solid subjects is not eligible for promotion and membership in the class of the succeeding year. The student may, however, be on probationary membership if he/she removes the deficiency during the summer, or is in the process of removing these deficiencies at the opening of the term.

Credit recovery courses, sites, fees & policies will be determined on a year to year basis by the administration.

National Honor Society

1. To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one (1) semester in this school.
2. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class and must have a minimum scholarship average of 87.5% or its equivalent.
3. The candidates will then be considered for election based on their service, leadership, and character. Staff members will vote and ultimately the chapter council, a group consisting of the principal and at least 4 faculty members, will consider these votes and determine the students to be elected.
4. Any member who falls below the standards which were the basis of his election shall be promptly warned. If during the regular marking period of school, the member fails to meet the standards used as basis for election, his case shall be passed to the chapter council. Once a member is dismissed, he is never again eligible for membership in the National Honor Society.

North Star High School Graduation Plan

The North Star School District will provide its students with the skills to successfully develop their academic, technological, physical, artistic and social potential. Cooperation among school, family, community, and business will enable our students to emerge as productive citizens ready to embrace and enjoy a lifetime of learning.

North Star students will be able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding through the completion of a culminating senior project.

The Pennsylvania academic standards describe the knowledge and skills which students will be expected to demonstrate before graduation from a public school. Assessment in a public education is designed to determine student attainment of state and local academic standards.

In accordance with the regulations set forth by the State Board of Education of Pennsylvania (Chapter 4, Section 4.24, High School Graduation Requirements), the North Star School District has developed the following Graduation Plan:

Students will be required to meet the following three criteria for graduation from the North Star School District.

1. Completion of 24 credits

The following courses are required:

- 4.0 credits in English/Language Arts
- 4.0 credits in Social Studies
- 3.0 credits in Science (including lab science)
- 3.0 credits in Mathematics
- 1.0 credit of Foreign language
- 0.75 credits of Computer *
- 1.0 credits of Health/Physical Education **
- 0.25 credits of Driver's Education
- 7.0 credits of Electives ***

*0.25 credits of Computer for SCTC students.

**0.50 credits of Health/Physical Education for SCTC students.

***9.0 credits of Electives for SCTC students.

2. Satisfactory completion of the North Star High School Graduation Project.

3. Students must score Advanced or Proficient in required areas of the PSSA test

Students not meeting the aforementioned criteria will be evaluated

for graduation candidacy as follows:

1. Students not successfully completing 24 credits as listed above will be required to take summer school courses (at their own expense) to complete requirements or repeat course work the following school year.
2. Students not scoring to the Advanced or Proficient level will be required to
 - A. Attend PSSA remediation classes
 - B. Retake the PSSA during the fall of senior year and achieve at the Advanced or Proficient level.
3. Students not scoring at the Advanced or Proficient level on the PSSA retest will be required to take the North Star Equivalency Test which will be administered periodically during the second semester of the senior year and pass it with a score of at least 60%.

Students who fail to score Advanced or Proficient on the PSSA test, the PSSA re-test, or pass the North Star Equivalency Test but have met all other graduation criteria will be evaluated according to the following Graduation Rubric:

POINT VALUE	0	1	2	3	4
PSSA SCORE	<2500	2501-3300	3301-3600	3601-3900	>3900
ASVAB SCORE	<30	31-40	41-50	51-60	>61
GPA	<60%	60-69%	70-82%	83-91%	>91%
SCTC RATING	NOT JOB READY (F)	POOR (D)	FAIR (C)	GOOD (B)	EXCELLENT (A)
FORESIGHT RESULTS	UNSCORABLE	BELOW BASIC	BASIC	PROFICIENT	ADVANCE
ACQUISITION OF PSSA REMEDIATION GOALS	TBD	TBD	TBD	TBD	TBD

Students will be assigned a corresponding score for each rubric area as outlined. A sum will be attained and divided by the number of applicable criteria. The resulting score will be the students Graduation Score. Students must score a 2.0 or better to graduate under these criteria.

- These areas reflect a cumulative total for grades 9 through 12
- ** One activity point will be awarded for each completed activity per year. Out-of-school activity points can be obtained with appropriate documentation.

Extracurricular Activities

Extracurricular activities include all events that take place outside of but sometimes during the normal school day (sporting events, dances, club trips, etc.).

SPORTS

Baseball
Basketball
Cheerleading
Football
Golf
Rifle Team
Soccer
Softball
Volleyball
Wrestling

CLUBS/GROUPS

Archery
Band
Art Club
Chorus
French Club
Golf Team Club
Mu Alpha Theta (Honorary Math Club)
National Honor Society
Prom Committee
SADD(Students Against Destructive Decisions)
School Newspaper
School Musical
Spanish Club
Speech Team
Student Council
Varsity Club
Walking Club
Wrestling Club

Extracurricular Eligibility

The only activities in which ineligible students may participate are those which are written into and considered part of the regular course curriculum. Each coach or sponsor will be provided with a list of all students who are ineligible. It is the responsibility of each individual coach or sponsor to prohibit students who are ineligible from participating.

Weekly Academic Eligibility

Any student who is failing any 2 subjects will be ineligible for the following week, Monday through Sunday, and will not be permitted to participate in any extracurricular activity during that time period.

Yearly Academic Eligibility

Students are ineligible to participate in interscholastic athletics and extracurricular activities if they fail two or more courses in the previous academic year. Students may participate if they complete the necessary remedial course work over the summer.

Attendance Eligibility

A student who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in any extracurricular activity until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence. Certain absences may be waived by the District 5 committee (see PIAA handbook Article 3 Section 3).

Behavioral Eligibility

A student may be deemed ineligible due to school discipline consequences. Students who are suspended from school may not participate (play or practice) in any extracurricular activities.

Extracurricular Attendance

Guardian-Excused Tardy

If a student arrives at school tardy but before the end of period 2 (9:29 AM), he/she must report to the office with a written excuse that includes the student's name, date of tardy, reason for tardy, and a parent/guardian signature. If the student arrives after 9:29 AM with such an excuse or if no excuse is presented or the excuse is not valid according to the North Star attendance policy (excuses not valid include but are not limited to: slept in late and transportation problems), the tardy will be considered unexcused and the student shall not be permitted to participate in any extracurricular activity that day.

Only one guardian-excused tardy will be accepted per school year per student for eligibility purposes.

Appointment-Excused Tardy

If a student arrives at school tardy but before the end of period 4 (11:03 AM) due to an appointment with a licensed health care

practitioner, he/she must report to the office with a written doctor's excuse that includes the student's name, date of tardy, and the practitioner's signature and phone number. If the student arrives after 11:03 AM with such an excuse or if no excuse is presented or the excuse is not valid, the tardy will be considered unexcused and the student shall not be permitted to participate in any extracurricular activity that day.

Appointment-excused tardies may be limited by the principal.

Any student arriving after 11:03 AM, regardless of reason for tardiness, shall not be permitted to participate in any extracurricular activity that day.

Early Dismissal

A student who must leave school early for an excused reason may not leave prior to the start of period 10 (1:13 PM) and must follow the high school attendance procedure which requires a written excuse signed by a parent/guardian that includes a contact phone number. Any student who leaves before 1:13 PM shall not be permitted to participate in any extracurricular activity that day.

Absence

No student shall be permitted to participate in any extracurricular activity on a day the student is absent from school. If the event is held on a non-school day, attendance for the most recent school day shall be used.

School Spirit and Sportsmanship

School spirit and sportsmanship may be divided into the following three (3) categories:

1. Courtesy toward teachers, fellow students & officials of school athletic activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. The ability to win and lose gracefully.

School spirit means loyalty to functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

School Colors Forest Green & White	School Yearbook The Polaris	School Mascot Cougar
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ALMA MATER

To our Alma Mater dear,
To the one we hold so true,
We, her children raise our voice in song,
And praise that is so rightly due.

Oh, how happy are the memories,
As we go our separate ways,
They will live with us forever,
North Star High to thee our praise

Dances

School-sponsored dances will be held throughout the school year. The following information is in effect for all North Star High School dances:

1. Students in grade 8 and lower and students 21 or older are not permitted to attend high school dances.
2. All rules and responsibilities and disciplinary actions that apply to students of North Star are in effect at all school functions.
3. Once a dance has started, no student may leave the dance early unless a parent/guardian discusses the circumstances in person with the chaperone.
4. Students must be in attendance the day of the event in order to attend. If the event falls on a weekend, the student must be in attendance on the preceding most recent day of school.
5. Students who are suspended, who have failed to attend detentions, or who are academically ineligible (9 weeks) or ineligible because of attendance may not attend.
6. Students who have been disciplined for three or more Level III or IV behaviors may not attend dances.

HIGH SCHOOL PROCEDURES

Tardy to School

We would like to remind all parents/guardians and students about the importance of attending school and not being tardy. Research has shown there is a direct relation to punctuality and success in school. A student who arrives tardy is missing valuable instructional time in addition to causing a disruption to the learning environment of fellow students. We encourage parents to take seriously their obligation and responsibility to get their child to school in a timely manner. Please make a concerted effort to schedule all appointments after the academic day. Thank you for your help and cooperation.

The building is open to students at 7:25 AM each morning. Students are not to arrive before this time because there is no one to supervise them. We encourage parents/guardians to do their part by

simply making sure their child is in his/her first period class by 7:53 AM each morning. Students will be marked late after the 7:53 AM. bell. Special allowances will occur if buses are not here on time.

Being on time to school and class is optimum for teaching and learning. School bus transportation is provided free of charge to students of the North Star School District. For this reason, tardies related to car problems, oversleeping, etc. are not valid reasons for tardiness. To receive an excused tardy when late to school, the student must have either: (A) a doctor's excuse (B) an official court notice (C) a parent note, including the information needed for an excused absence.

Consequences for unexcused tardies to school (per school year):

1st offense = warning

2nd offense = warning

3rd offense = warning and parent/guardian notification

4th - 9th offense = Wednesday detention each time

10th - 14th offense = Saturday detention each time

15th offense and above = OSS each time (at discretion of principal/designee)

* Excessive tardiness can lead to alternative education placement and/or expulsion.

* A student driver who is habitually tardy (unexcused) to school will have his/her parking privileges revoked.

Tardy to Class (Other Than First Period)

A student is tardy when he enters an assigned classroom after the bell has rung and he has no written excuse from a school official. A tardy of 6 minutes or more will be considered a class cut (see next section).

Consequences for unexcused tardies to class (per class per school year):

1st offense = warning

2nd offense = warning

3rd offense = warning and parent/guardian notification

4th - 9th offense = Wednesday detention each time

10th offense and above = Saturday detention each time

Class Cut

A class cut occurs when a student fails to attend a scheduled class or when a student is six minutes or more tardy for a class.

Consequences for class cuts (per class per school year):

1st offense = Wednesday detention and "0" for all missed class work; parent/guardian notification

2nd offense = Saturday detention and "0" for all missed class work; parent/guardian notification

3rd offense = Saturday detention and "0" for the course (student will be reassigned to resource/study during that period); parent/guardian notification

Students who leave school without permission or who are truant will be assigned two Saturday Detentions. Additionally, their absence will be recorded as unexcused, and their individual classes will be given a class cut.

Cheating

Cheating is defined by the North Star School District to include the following:

- ✓ Obtaining assistance in any way from another student during examinations
- ✓ Knowingly giving assistance to another student during examinations
- ✓ The use of notes, books, etc., or any source of information during examinations that is not authorized by the examiner.
- ✓ Obtaining without authorization an examination or any part thereof
- ✓ Having knowledge of a stolen examination and not reporting it to an administrator or faculty member
- ✓ Providing one's work for another student to copy and submit as his/her own
- ✓ Altering, or causing to be altered, the record of any grade on a test, quiz, etc., or in a grade book, office or other record
- ✓ Plagiarism-taking or imitating the ideas, thoughts of language or language of another to represent them as one's original work. If the ideas, thoughts or language from another source must be used, it is the student's responsibility to footnote or annotate the information appropriately
- ✓ Copying or using another person's computer disk or file to use as his/her own
- ✓ Entering another person's computer file

Disciplinary Action for Cheating

Cheating is subject to the following consequences:

First Offense: Student will receive a "0" for the work. The faculty member will contact the parent by phone, and a follow-up letter will be sent by the faculty member. A copy of the documentation will be placed in the student's discipline file.

Second Offense: Student will receive a failing grade for the current nine week period. A parent/teacher conference will be held with the student and an administrator. Written documentation will be placed in the student's discipline file.

Third Offense: Student will receive a failing grade for the course and face a possible hearing before the Board of Education. A parent conference will be held with the principal. Written documentation will be placed in the student's discipline file.

- **NOTE**: Cheating on a final examination will automatically result in a failing grade for the course. Use of the computers to cheat will result in revocation or restriction of computer privileges. Administrative consequences for an offense may be applied.

General Disciplinary Consequences

Faculty Detention

A student may be assigned by a teacher to after school detention from 2:44 PM-3:15 PM for disciplinary reasons. Parents and students will have a minimum of one day advance notice of the detention.

Transportation arrangements are the responsibility of the parent and/or student. Parents will be called by the teacher and an attempt to personally talk to the parent will be made; however, if there is no other choice, a message may be left on a recorder. A record of the detention will be on file in the main office. Additionally, the student will be given a detention form to take home. The teacher assigning the detention will supervise the student and designate the school work to be completed.

Wednesday Detention

A student may be assigned by the principal/designee to Wednesday detention from 2:44 PM-4:15 PM. Parents and students will have a minimum of one day advance notice of the detention. Parents will be called, and an attempt to personally talk to the parent will be made; however, a message will be left on a recorder. A teacher will be assigned to supervise the detention, and students must abide by all rules of the detention program. Students may be assigned written work.

Saturday Detention

A student may be assigned by the principal/designee to Saturday Detention. Transportation is the responsibility of the student and/or parent/guardian. Parents and students will have a minimum of one day's notice of the detention. Parents will be called, and a written follow-up will be made explaining the reason(s) for the detention. A teacher will be assigned to supervise and students must abide by all rules of the detention program.

- A. Saturday Detention will be from 8:00 AM until 12 PM at NSHS.
- B. Each student must be prepared to work for the assigned time. Students are encouraged to concentrate on school assignments. If found without work, talking, sleeping, etc., an assignment of another Saturday will result.
- C. Transportation to and from the Saturday is the responsibility of the parent/guardian.
- D. Students are to report to the assigned area before 8:00 AM.
- E. After 8:00 AM the doors will be locked. Late students will not be admitted.
- F. Students who are employed on Saturday are **NOT** excused from the program.
- G. Students who are absent from Saturday Detention must arrange to make up the hours with the building principal.
- H. Students will be notified on or before Tuesday of that week that

they are to report to the Saturday program. Parents will be notified by mail or phone.

- I. If the Saturday program is to be cancelled for any reason, all students will be notified by 7:15 AM on the day of the session. Students will be notified via media.

Out-of-School Suspension

Out-of-school suspension is the exclusion of a student from school and all school-related activities and functions for a period of 1-10 days. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing. The student shall have the opportunity to respond to the accusation. A student who does not modify his/her behavior following an out-of-school suspension may be recommended to the board for expulsion. After a third out-of-school suspension, the student will be recommended for expulsion.

Expulsion

Expulsion is exclusion from school for a serious offense or series of offenses for a period exceeding ten (10) school days and may be permanent.

***Note:** Any student who is suspended/expelled from school may not attend or participate in any school-sponsored activity. Students who are suspended out-of-school/expelled are not permitted on school grounds for the duration of their suspension/expulsion.

Community Service

Community Service options may be used as consequences for various misbehaviors that occur. The community service must be agreed upon by the adult responsible for supervising the activity and the parent prior to the initiation of the service. Failure to fulfill the responsibilities outlined for community service (time, hours, dates, etc.) will result in other disciplinary consequences being assigned.

Detention Flow Chart (See Chart in HS Handbook)

High School Disciplinary Structure

Level I

Level I misconduct involves minor misbehavior on the part of the student which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school-sponsored activities.

These behaviors are to be handled by the individual staff member; however, such misbehavior may be indicative of a problem that should be referred to appropriate support staff. An accurate record for the offense, intervention, and disciplinary action must be maintained by

the staff member. Reoccurrence of the misbehavior may require a referral to the administration for further intervention and disciplinary action.

Examples of Level I Offenses

Classroom disruption (minor)	Insubordination related to classroom expectations
Classroom tardiness	
Disrespectful language or gesture (minor)	Unauthorized use of electronic devices
Non-defiant failure to carry out directions	Consumption of food or beverages outside the cafeteria
Cheating	Hallway disruptions (minor)

Listed below are options available to staff members for Level I Discipline:

- ✓ Verbal reprimand
- ✓ Student conference
- ✓ Special assignment
- ✓ Behavioral contract
- ✓ Conference with student/teacher/counselor
- ✓ Conference with parent/student/teacher
- ✓ Teacher assigned and monitored detention
- ✓ Confiscation of device by staff member and submission to office

After the above disciplinary options have been exhausted, the discipline may proceed to Level II.

Electronic Devices Violations

Level II

Level II involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or school-sponsored activity.

These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other so specified persons. Teachers are required to

- 1) discuss all disciplinary referrals with student
- 2) communicate appropriately with parent or guardian prior to submitting referral
- 3) turn in referral in to the main high school office.

A proper and accurate record of the offense is documented by the staff member, and the student is referred to the administration for appropriate disciplinary action. The staff member meets with the student to review documentation and assign appropriate disciplinary consequences. The teacher, parent, and student are

informed of the action. A proper and accurate record of the offense and the disciplinary action is maintained with a copy forwarded to the teacher.

Examples of Level II Behaviors

Forgery (minor)	Inappropriate language not directed at a person
Verbal fighting	Driving to school w/o authorization
Presence in unauthorized area of building	Safety violations
Trespassing during suspension	Minor harassment violations
Continuation of unmodified Level I behaviors	Physical confrontation (minor)
Minor destruction of school property (consequence includes restitution)	Bus violation
Spitting Reported for discipline by substitute	Failure to attend Teacher After School Detention
Dress code violation *	Public display of affection

Listed below are possible consequences available to the principal/resource officer/designee for Level II discipline:

- ✓ Wednesday Detention-parental contact by letter/telephone
- ✓ Saturday Detention-parental contact by letter/telephone
- ✓ Conference with parent/guardian/student/administrator
- ✓ One day out-of-school suspension-parental contact by letter/telephone
- ✓ Required conference with parent/guardian/student/administrator for reinstatement
- ✓ Other referrals as deemed appropriate by the administration
- ✓ Proceed to Level III disciplinary action
- **Initial minor dress code violations will be attempted to be resolved by conference with student and principal/resource officer/designee. Subsequent violations will result in further disciplinary consequences.**

Level III

Level III misconduct involves behavior on the part of the student which includes acts directed towards persons, property, impedes orderly classroom procedure, and/or interferes with the orderly operation of the school and/or school sponsored activities.

These infraction may result from the continuation of Level II

behaviors but more frequently may be construed more serious in nature and require the immediate intervention of personnel on the administrative level. Teachers are required to

- 1) discuss all disciplinary referrals with student
- 2) communicate appropriately with parent/guardian prior to submitting referral
- 3) submit referral to the main high school office.

Those acts which are criminal in nature may automatically be referred to the appropriate law enforcement office. Disciplinary action will be taken in all cases and parents/guardians will be informed by letter of the infraction. Level III suspensions are imposed on students whose behaviors threaten safety and well being of the students and staff. No person has the right to threaten or harm anyone in our school.

Examples of Level III Behaviors

Physical fighting *	Forgery (major)
Assault *	Truancy **
Use of profane/obscene abusive language or gestures directed at a person	Possession or distribution of pornographic materials
Open defiance of a member of the staff	Violation of the tobacco or alcohol policy
Disrespect toward a member of the staff or visitor to the school district	Violation of the drug policy
Harassment (major or continued) *	Theft (consequences includes restitution)
Extortion	Continuation of unmodified Level II behavior
Ethnic Intimidation	Lying to faculty, staff or administration

* Incidents involving these offenses will result in the issuance of a citation.

Listed below are possible consequences available to the principal/designee for Level III Discipline:

- ✓ 2 Saturday Detentions
- ✓ 2 Saturday Detentions with community service
- ✓ 3 days out-of-school suspension-parental contact by letter/telephone
- ✓ Required conference with parent/guardian/student/administrator/counselor for reinstatement
- ✓ 10 days out-of-school suspension-parental contact by letter/telephone
- ✓ Superintendent review
- ✓ Proceed to Level IV discipline
- **NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations will be denied the privilege of participating in any extracurricular activity, interscholastic

events or school-sponsored events. This penalty applies to school trips and grade-level activities, including dances, class celebrations and the graduation ceremony.

Tobacco Policy

Consequences for possession or use of tobacco on school property while school is in session or at any location during a school activity (per school year):

1st offense = 3 day suspension; charges filed

2nd offense = 5 day suspension; charges filed

3rd offense and above = 10 day suspension each time; charges filed each time

* A student may be required to participate in the North Star Diversion Program.

Drug/Alcohol Policy

Consequences for possession or use of alcohol or any unauthorized drug on school property while school is in session or at any location during a school activity (total):

1st offense = 5 day suspension; charges filed

2nd offense = 10 day suspension; charges filed

3rd offense = expulsion; charges filed

* Whether a drug is "unauthorized" shall be at the principal's discretion.

* All offenses committed while a student is in grades 9-12 will count toward a student's total; this is not an offense per year policy.

* Being under the influence of alcohol or an unauthorized drug may be treated the same as possession or use.

* A student may be required to participate in the North Star Diversion Program.

Level IV

Level IV misconduct involves behavior on the part of the student which includes acts of violence directed towards persons/property which pose a threat to the health, safety, welfare and/or morals of others in the school and/or materially disrupts the educational environment.

Included in Level IV violations are unmodified Level I, II and III actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of School Directors.

Parents/guardians will be contacted by phone as soon as possible. A letter will also be forwarded with the infraction and disciplinary action taken in all classes.

Examples of Level IV Behaviors

*Vandalism (major) Physical assault on a staff member	Major destruction of property (consequences include restitution)
Violation of Weapons Policy	Possession and/or use of explosive devices
Inciting so as to cause riot	Terroristic threats
Drug and Alcohol Policy violations	Arson, bomb threats
Causing false alarms	Threats to staff members

* Incidents involving these offenses will result in issuance of citation.

Listed below are the disciplinary consequences for Level IV offenses:

- ✓ 10 days out-of-school suspension with possible recommendation to the Board of School Directors for expulsion
- ✓ All violations of the Criminal Code will be referred to appropriate authorities.
- **NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic events or school-sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

Weapons and Dangerous Instruments

Definition of Weapon

A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student shall not possess, handle or transmit any object that can be reasonably be considered a weapon

1. on school grounds during, immediately before, or immediately after school hours
2. on the school grounds at any other time when the school is being used by a school group
3. off the school grounds at any school activity, function, or event.

Discipline

Any student apprehended for the possession of a weapon will be expelled for one (1) year according to state law, subject to the right of the Superintendent to recommend modifications of such expulsion requirements for a student on a case-by-case basis.

The following procedures outline the actions to be taken by the principal, the parent/guardian, and the student:

1. **Principal's Actions**

- a. School administrators will take the necessary steps to enforce the school district's Discipline Code.
- b. The principal will call the Superintendent immediately whenever a student is found to have a weapon in his/her possession.
- c. A school administrator will contact the student's parent/guardian to inform them of the incident and follow-up procedures.
- d. School administrators should detain the student until released into custody of the police or the parent/guardian.

2. **Student's and Parent's Actions**

- a. The student and parent/guardian will be called to the school for the conference.
- b. The student and parent/guardian are expected to abide by the school official's action on the case.

3. **Intake Conference**

- a. The weapons incident will be reviewed by the principal, guidance counselor, parent, and student.
- b. The expectations for the student will be reviewed at the Intake Conference and conditions outline under which the student may or may not return to school.

4. **Terms of the Contract**

- a. Ten (10) day suspension until hearing
- b. Board hearing for expulsion

Early Dismissals

Early dismissals from school are considered absence from school and will follow the same guidelines for classification of excused/unexcused. Students are responsible for making up all missed work in a timely fashion while being dismissed from school for excused reasons.

If a student wishes to be dismissed early from school, he/she is required to submit to the main office a written statement, signed by a parent/guardian that contains the following: (Request forms may be obtained in the main office).

- a. Student's name (first/last)
- b. Day, date, and time for dismissal
- c. Reason for early dismissal; if medical appointment, name of doctor and time of appointment must be included
- d. Parent/Guardian signature
- e. Phone number where parent/guardian may be contacted during the day. **No early dismissal will be granted without a parent/guardian available unless verification via phone has been given along with the written notification.**

HIGH SCHOOL FACILITY AND SERVICES

Access to School Facilities

At the end of the school day, students are expected to leave the building by 3:00 PM unless properly supervised. Students may have access to school facilities only when properly supervised.

Textbooks/Materials

Textbooks and certain materials are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for loss of or damage to such textbooks and materials.

Lockers

Students are assigned a locker to use for the school year. Textbooks and other materials should be stored in a student's assigned locker only, not another student's locker or an unassigned locker. Students are permitted to use locks as long as a key or combination is supplied to the office.

Agendas

Students are not permitted in the hallways during class periods unless they have their agenda signed by the classroom teacher. No student is permitted to run in the halls. Students caught in the hallway without a signed agenda may earn a discipline consequence. Replacement agendas may be purchased in the office for \$5.00.

Check Policy

A fee of \$50.00 will be assessed for the issuance of a non-sufficient fund check to any fund of the North Star School District.

Cafeteria Procedures

The North Star School District maintains a closed lunch period. No fast food may be brought into the school for lunch, and students may not leave the school grounds for lunch.

All students are assigned a PIN number and corresponding lunch account. Students may deposit money in their account during the pre-homeroom period upon arrival to the high school from 7:25 AM to 7:53 AM or funds may be deposited via US mail clearly identifying the student and their PIN/Student number.

At the high school there will be no negative balances. Therefore, the following procedure will be employed:

- All students must have a positive balance to charge any meal, drink, or a la carte item.
- All students receiving FREE lunches will need a positive balance to purchase extra or a la carte items.
- **PLEASE** keep your student's account in the positive and replenished.

Student use of energy drinks is not permitted during school hours.

Restrooms

You may use the restroom before and after school, between classes, at the beginning or end of the lunch period or during class with an appropriately signed pass. You are expected to keep the restrooms clean.

Lost and Found

Students who find lost articles are asked to take them to the office.

NORTH STAR SCHOOLS DISASTER PREPAREDNESS PLAN

A SERIES OF MOCK DISASTER ARE BEING PLANNED FOR PENNSYLVANIA SCHOOLS DURING THIS AND FOLLOWING YEARS. THE KINDS OF DISASTERS INCLUDE BUT ARE NOT LIMITED TO:

►FLOODS ►TORNADOES ►SEVERE THUNDERSTORMS ►LIGHTNING/SEVERE WEATHER
DURING A DRILL, WE WILL FOLLOW THESE GUIDELINES:

- I. All teachers and students will be made aware of the disaster as soon as possible.
- II. All students and teachers will leave the classroom and move to the corridors.
- III. Everyone will face the wall and/or lockers. Teachers will monitor this behavior closely. No lockers are to be opened.
- IV. Talking or other noise will not be tolerated. Silence is a must in the event announcements are necessary and the public address system is inoperable.
- V. Everyone must stay away from glass (classroom windows, door windows, etc.)
- VI. Some classroom windows should be opened slightly so pressure systems do not cause them to explode and injure someone.
- VII. Specific classroom instructions will be posted in each classroom and explained to each class.

FIRE DRILLS

ANY ALARM SIGNAL MUST BE OBEYED.

In all fire drills, the teacher is the responsible party. It is his/her duty to instruct all students under his/her supervision on fire drill procedures.

General Fire Drill Procedures:

- I. Exit from individual rooms and from the building by double lines. There is absolutely no talking. Complete attention is required for possible change in routes. Move quickly.
- II. Particular caution is to be observed in descending stairways. There may be slow-ups or complete stops; bumping or pushing is dangerous and is to be avoided. Calmness is essential. Orderliness and quietness are to be observed at all times.

HEALTH SERVICES

First aid is available to all students, when needed.

Mandated Health Services

Students are to receive the following Health Services at these designated grades:

Physical Exam: Grades K, 6, 11

Dental exams: Grades K, 3, 7

Growth screening (Height, weight and Body Mass Index): All grades

Vision screening: All grades

Hearing screening: Grades K-3, 7, 11

Scoliosis screening Grades 6, 7

Follow Up for all referrals: All grades

Fluoride Program: Grades K-5

Health Teaching: All grades, topics as needed

Health Counseling(including illness/injury assessment and care): All grades

Communicable (Contagious)Disease Assessment: all grades, as needed by law, children are excluded from school for the following common diseases:

Conjunctivitis, Acute ("pink eye"): Excluded until prescribed treatment has been given for 24 hours.

Head Lice: Excluded until treated with a medical shampoo or cream rinse and hair is free of lice.

Impetigo: Excluded until judged noninfectious by the child's physician or school nurse.

Ringworm: Excluded until judged noninfectious by the child's

physician or school nurse.

Chickenpox: Excluded until at least 6 days after the last outbreak of "pox".

Scabies: Excluded until judged noninfectious by the child's physician or school nurse.

Please notify the nurse if your child contracts these, or any other disease that a doctor says is contagious/requires school exclusion. It is imperative that the school nurse be notified in order to reduce the spread of infection to other students and school employees

HEALTH REQUIREMENTS

Under PA Code of Health Services 23.85, all students entering school for the first time are required to have the following proof of immunization.

All grades K-12 need the following:

- 4 doses of tetanus
- 4 doses of diphtheria
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of varicella

7th Grade additional requirements:

- 1 dose of meningococcal conjugate (MCV)
 - 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- If 5 years have elapsed since last tetanus containing vaccine

Admission to classes will be refused if immunizations are not current.

MEDICATION POLICY

Medication Policy and Procedure

Pennsylvania State Law requires the regulations

The administration of student medications, either prescription or nonprescription, during school hours is strongly discouraged. There are safety concerns about students forgetting to take the medication, having a reaction to the medication or other students taking the medication. Most student medications can be taken at home either before and/or after school. This includes most antibiotics. For example, an antibiotic that is to be taken 3 times a day can usually be taken at home before school, when the student arrives home from school and at bedtime.

If a physician deems it medically necessary for a student to take medication (prescription or nonprescription) during the school day, a "Medication Permission Form" must be completed. These forms are available from the School Nurse or at the main office of each school building, and on the webpage under Forms on the Administration Page. These forms must be **completed by the physician** and signed by the parent before the medication is administered at school. A new form will need to be submitted if there is a change in the medication, dose, or time to be taken as well as for each new school year. It will be the responsibility of the student to report to the Health Office for his/her medicine.

Prescription medications must be submitted in a container **labeled by the pharmacy** with the following information:

- Student Name
- Physician Name
- Date of Prescription
- Name and Phone Number of Pharmacy
- Name and Dosage of Medication

Nonprescription medications must be submitted in their entire original packaging.

Finally, it is the obligation of the parent to deliver the medication to the school. **Please do not send the medication to school with your child** as this can lead to the medication being misused, lost or stolen.

MEDICATIONS SHOULD NOT BE CARRIED ON SCHOOL BUSES (except inhalers).

Asthma/Inhaler Policy and Procedure

Possession and use of asthma inhalers by *students shall* be allowed in accordance with Act 187 of 2004 and District policy. The School District shall permit students to carry asthma inhalers and to self-

administer the prescribed medication used to treat asthma when use has been physician prescribed and parent-authorized. The physician and parent/guardian must complete an Asthma Action Plan. In order for the student to carry an asthma inhaler and self-administer the prescribed medication in the school setting, he/she must demonstrate to the school nurse the capability of self-administration and responsible behavior in use of the medication. If the student demonstrates irresponsible behavior with the inhaler, the district may revoke the student's right to continue carrying it.

NORTH STAR STUDENT ASSISTANCE TEAMS

WHAT IS THE NORTH STAR STUDENT ASSISTANCE PROGRAM TEAM?

People who have been trained through a state-endorsed program of drug, alcohol and suicide prevention. This team works in cooperation with MH/MR, D&A (Mental Health/Mental Retardation, Drugs and Alcohol).

NSSAP IS...

- an identification program
- an intervention program
- a referral program
- a facilitator of support groups
- a source of reference materials for students, parents and communities (videos, software, published material)
- a provider of funding for D & A and MH related school assemblies (Drug-free school monies)
- a provider of in-school MH counselor one day per week

NSSAP IS NOT...

- a counseling program
- a treatment program
- a discipline program

Members of the CORE TEAM are:

HIGH SCHOOL

- Mr. Louis Lepley - Principal
- Mrs. Melissa Gardner - English Teacher
- Miss Tracey Koontz - Physical Ed./Health Teacher
- Mr. Bradley Ott - Biology Teacher
- Miss Ramona Evans - Special Education Teacher
- Mrs. Anne Lohr - Computer Teacher
- Mr. Mark Gerney - English Teacher
- Mrs. JoAnn Mishko - Foreign Language
- Mrs. Nicole Bowers - Guidance Counselor

- Mrs. Melissa Garman - Guidance Counselor
- Mrs. Deborah Campbell - Social Worker

EAST MIDDLE SCHOOL

- Mr. Pat Krupper - Reading Teacher
- Mrs. Melissa Bowser - English Teacher
- Mrs. Pam Shubik - Health and Physical Ed. Teacher
- Mr. Wallace Berkebile - Guidance Counselor
- Mr. James Shank - Special Needs Teacher
- Mrs. Donna Spahn- Reading Teacher
- Mrs. Barbara Adams - Reading Teacher
- Mrs. Nicole Bowers - Guidance Counselor
- Mrs. Deborah Campbell - Social Worker

CENTRAL ELEMENTARY

- Mrs. Dawn A. Maluchnick - Drug-Free Schools Administrator
- Mrs. Josephine Gibson - Child Study Coordinator
- Mr. J.D Jones - Physical Education Teacher
- Mrs. Karen Mish - Art Teacher
- Mr. Thomas Washburn - Guidance Counselor
- Miss Katie Zimmerman - ES/LS Teacher
- Mrs. Deborah Campbell - Social Worker

IN SCHOOL CALL:

High School.....629-6651
 Middle School.....893-5616
 Elementary.....629-5627

IN THE COMMUNITY CALL:

Mental Health.....443-4891
 Twin Lakes Drug & Alcohol Center.....443-3639
 (Toll Free 24 Hour Access Line).....1-800-452-0218
 Alanon.....267-3942
 Alcoholics Anonymous.....443-3046

STYLE SHEET

GRADES K-2

Head the first page and succeeding pages of each written assignment with his/her name.

GRADES 3-5

Head the first page of each written assignment on the first three lines of the upper right hand corner as follows:

Last Name, First Name

Subject and Grade

Date

Succeeding pages will be numbered consecutively in the upper right hand margin of each page, along with the student's name, written last name, first name.

Observe a one-inch left-hand margin on all papers. Indent paragraphs the space of five letters. Write on one side of the paper for composition and special assignments, use both sides for homework.

Use cursive writing as taught and approved by the North Star School District. Submit neat and legible papers. Use correct spelling, capitalization, punctuation, usage, and grammar as appropriate to each grade level. Use style sheet guidelines on all written work handed in.

GRADES 6-12

Head the first page of each written assignment in the upper right hand corner of margin as follows:

Last Name, First Name

Course or Class Identification - Grade

Date

Succeeding pages will be numbered consecutively in the upper right hand margin of each page, along with student's name, written last name, first name. A one-inch left hand margin and a one half inch right margin on the first and all succeeding pages. Paragraphs should be indented the space of five letters.

Use cursive writing in the style taught and approved by the North Star School District. Write on one side of paper only for compositions and special assignments. Write on both sides of paper for homework assignments (unless otherwise directed.) Use blue or black ink for all assignments (unless otherwise directed.)

Submit neat, legible, and well-organized papers. Verify spelling, usage and grammar, using appropriate source materials. Employ correct capitalization and punctuation. Use proper sentence structure. Apply the standards of the style sheet to written assignments in ALL subjects. Accept responsibility for following guideline of the style sheet, or face teacher's rejection of paper and refusal to correct or grade paper.

GRADING POLICY

At North Star High School and Middle School evaluation is based on the attainment of the objectives of the subject. The following symbols are used to report progress: **A** - the student has attained all the objectives, **B** - the student has attained most of the objectives, **C** - the student has attained the basic objectives, **D** - the student has attained a few of the basic objectives, **E** - the student has not achieved the objectives of the subject. In order to obtain a passing grade, assigned work not completed must be completed by the end of the next grading period. If the work is not completed by the end of the next grading period, the student will receive and **E**. Some courses will be evaluated with symbols such as, Pass/Fail, O, S, N, U. Exceptions will be made by the principal.

At North Star Central Elementary evaluation is based on the attainment of the Pennsylvania Standards. Parents will be sent home Student Progress Reports indicating the level of success on those Standards. A=Advanced, P=Proficient, B=Basic and BB=Below Basic

Promotion from middle school to senior high depends upon a satisfactory record at each grade level as determined by teachers, principal, and guidance counselor. The principal has the responsibility for the final decision after consulting with the superintendent. Any student who received a failing grade in one and four fifths (1 4/5) classes for the year shall be retained at that grade level for the following school year. Any student who receives a failing grade in any one curriculum area that meets five time per week during two consecutive years at the middle school, shall be retained at that grade level. Students may, at their own expense, attend a certified summer school or complete the summer extension program to make up work they have failed. Upon successful completion of the work and written certification of the same by the school attended, a student will be promoted. Prior approval must be given by the building principal.

Written notice will be sent home to parents of students that are failing at the middle of the school term. Parents will be asked to set up a conference. The same procedure will be used again at the end of the third grading period. Factors other than academic will be on the basis of what is best for the child.

Any senior high student failing in two or more solid subjects is not eligible for promotion and membership in the class of the succeeding year. The student may, however, be on probationary membership if he or she removes during the summer, or is in the process of removing these deficiencies at the opening of the term.

Failed Subjects

An E grade means that a student has failed a course due to his/her lack of effort, unwillingness to cooperate and/or failure to meet the basic objective of the course. A student may make up work in a subject for which an E grade is received. To make up a failing grade, the student has a few options.

FAILURE/MAKE-UP CLASSES POLICY

North Star Policy:

- I. Cost per summer course at North Star High School is \$275.00, paid in advance and non-refundable.
- II. Course content will be determined by department teachers. Selections will be taken from correspondence or computer courses.
- III. Courses will be completed at North Star High School on assigned days under direction of a proctor.
- IV. The requirements to pass the summer course will be a passing grade in the course (according to the North Star School District Grading Policy) and 40 hours mandatory attendance.
- V. Summer make-up classes will be limited to one per year.
- VI. Summer make-up classes will be limited to one per core subject during the student's high school career.
- VII. Any subject under .5 credit must be taken according to the North Star School district tutoring/make-up class policy
- VIII. Make-up classes may not be taken until the failing grade is recorded on the student's permanent record card.
- IX. The make-up course does not count toward the student's grade point average or class rank.
- X. Make-up classes may also be added to the student's schedule the following year or may be taken during the summer at Somerset or Johnstown with the approval of the High School Principal.

5215.1 An "E" grade is represented as a failure due to the student's lack of effort, unwillingness to cooperate and failure to meet the basic objectives of the course.

5215.2 A student may make up work in a subject for which a final "E" grade is received, which would result in denial of promotion of graduation.

5215.2a Tutoring, in exceptional cases when no other arrangement can

be made, by a certified teacher, and with the approval of the principal, with the following minimum hours of instruction:

5215.2a(1)for two nine-week periods - failure in a subject - 24 hours

5215.2a(2)for three nine-week periods - failure in a subject 36 hours

All make-up courses and tutoring will be done with the building administrators' approval.

NORTH STAR TESTING SCHEDULE

Pre-K	CAR (Children at Risk Screening) High Scope Assessment
Grade K-2	NWEA, Speech Assessment(K) and DRA
Grade 2	OLSAT (Otis-Lenon IQ Test)
Grade 3-4	NWEA, DRA, 4Sight, PSSA and OLSAT(4)
Grade 5-8	PSSA, 4Sight
Grade 9	PSSA, 4Sight
Grade 10	SAT, ASVAB (Armed Services Vocational Aptitude Battery), 4Sight
Grade 11	PSSA, PSAT, ASVAB, 4Sight, SAT
Grade 12	PSSA Retest, ASVAB (repeat), North Star Equivalency Test, 4Sight

GRADES 7 THROUGH 12 WILL ALSO BE ADMINISTERED INTEREST INVENTORIES AND CAREER BRIEFS.

*SAT AND PSAT are voluntary assessments.

NORTH STAR SECONDARY (Grades 6-12) SATURDAY IN-SCHOOL DETENTION PROGRAM

PROGRAM DESCRIPTION:

- I.** It is a disciplinary means to discourage negative behavior.
- II.** Students are kept in the regular school environment, and do not miss class time.
- III.** Students with excessive absentee and tardy rates could also be assigned to the program so that they could benefit from study time.

- IV. The Saturday program could consist of several aspects:
 - A. Supervised study time.
 - B. Special programs to emphasize the health hazards of smoking, drug abuse, alcohol abuse, etc.
 - C. Behavior modification.
 - D. The maximum yearly expenditure is estimated at \$1,600.00.

OPERATIONAL GUIDELINES:

- I. Saturday detention will be from 8:00 AM until 12:00 NOON in the North Star High School.
- II. Assignments to the Saturday program will be made only by the building principal.
- III. Each student must be prepared to work for the assigned time. Students are encouraged to concentrate on school assignments. If found without work, talking, sleeping or etc. an assignment of another Saturday will result.
- IV. Transportation to the Saturday detention program **is the responsibility** of the parent or guardian.
- V. Students are to report to the assigned area before 8:00 AM.
- VI. After 8:00 the doors will be locked. Late students will not be admitted.
- VII. Students who are employed on Saturday are not excused from the program.
- VIII. Students who fail to report due to illness must submit a doctor's excuse within three days after the student returns to school and will be required to make up that day.
- IX. Failure to report to a scheduled Saturday Detention will require a parent's letter/conference to determine the reason the student was absent.
- X. Students who are absent from Saturday Detention without proper excuse, will be suspended (in school) for three school days the following week and reassigned to the following Saturday Detention. This process will be repeated until the Saturday Detention is fulfilled.
- XI. Students will be notified on or before Tuesday that they are to report to the Saturday program. Parent will be notified by mail

or phone.

- XII.** If the Saturday program is to be cancelled for any reason, all students will be notified by 7:15 AM on the day of the session. Students will be notified via media.

COMPLIANCE WITH PENNSYLVANIA SCHOOL LAW

The North Star Board of Education recommends that all professional school personnel enforce and abide by the policies contained in the **School Laws of Pennsylvania**, Pennsylvania Department of Education, January, 1971.

- I.** Section 1317. **Authority of Teachers, Vice Principals, and Principals over Pupils.** Every teacher shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.
- II.** Section 1318. **Suspension and Expulsion of Pupils.** Every principal, assistant principal or teacher in charge of a public school may temporarily suspend a pupil on account of disobedience or misconduct, and any principal, assistant principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors.
- A.** A student may be subject to temporary suspension for an act which in the opinion of the Superintendent, Principal, or Assistant Principal violates school board policy, rules or regulations which interfere with educational process.
- B.** A student may be subject to expulsion for any act which in the opinion of the North Star Board of Education violates school board policy, rules or regulations which interfere with educational process.
- C.** Each child has the right to a proper hearing which may be delegated to a duly authorized committee of the board.
- III.** Section 1326. **Definition of Compulsory School Age.** The term, "compulsory school age" as herein after used, shall mean the period in a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight (8) years until the age of seventeen (17) years.
- IV.** Section 1327. **Compulsory School Attendance.**

Selected appropriate passages: Every child of compulsory school age having a legal residence in the Commonwealth as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. Such child or children shall attend such school continuously through the entire term, during which the public school in their respective districts shall be in session.

V. Section 1338. Delinquent Children.

In case any child of compulsory school age cannot be kept in school in compliance with the provisions of this act, on account of incorrigibility, truancy, insubordination, or other bad conduct, or if the presence of any child attending school is detrimental to the welfare of such school, on account of incorrigibility, truancy, insubordination, or other bad conduct, the board of school directors may, by its superintendent, secretary, or attendance officer, under such rules and regulations as the board may adopt, proceed against said child before the juvenile court, or otherwise, as is now or may hereafter be provided by law for incorrigible, truant, insubordinate, or delinquent children. (Amended February 14, 1970, Act No. 192)

Searches

- I. School authorities may search a student's locker and seize any illegal materials. Such materials may be used against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student and an adult witness shall be notified and the student will be given the opportunity to be present.

- II. The courts have upheld the claim that school lockers are school property, loaned or rented to the students for the student's convenience. Students shall not expect privacy regarding items placed in school lockers. School property is subject to search at any time by school officials and random, periodic or sweeping searches of all lockers will occur. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an illegal search, but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students.

Reasonable Force

Even when a parent or local school board prohibits corporal punishment, reasonable force may be used by teachers and school authorities in the following situations:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

Police Authority in School

Police have the authority to interview a child in school if the parents/guardians of the student involved have been notified of the police request, explained the situation, informed that they may be present at interview, and asked permission for the interview to take place. If the parents/guardians cannot be reached, no interview will be permitted. Students and parents can request the principal/designee to be present at the police interview.

PART ONE: STUDENT RIGHTS AND RESPONSIBILITIES

I. Responsibilities Concerning Attendance and the School Day:

A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living.

B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

B. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

D. It is the responsibility of students to:

1. Be aware of, and comply with all rules and regulations for student behavior.

2. Be willing to volunteer information on matters relating to the health, safety, and welfare of the school community and the protection of school property.

3. Dress and groom to meet fair standards of safety and health

and not to cause substantial disruption to the education processes.

4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, accept when excused, and be on time for all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies and indecent and/or obscene language in student newspapers or publications.

II. Free Education and Attendance:

- A.** All persons residing in the Commonwealth between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children, pregnant and married students. Exceptional children are entitled to a public sponsored program of education.
- B.** Parents or guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Pregnancy, in itself, is not an acceptable reason for noncompliance with the school attendance law.
- C.** Students may not be asked to leave school merely because they are not fulfilling their responsibilities as students, as defined hereafter.
- E.** Healthy pregnant girls under 21 years of age are entitled to attend school. The following guidelines should be followed:
- F.** Participation in extracurricular activities and physical

education shall be based on the health and welfare of the student. A physical examination shall be required if a question arises.

- G. Attendance at school should be encouraged after the child is born.
- H. Student rights should be respected while the student is attending classes, and students should be discouraged from a negative reproach regarding the pregnancy.
- I. A pregnant student must be permitted to make up all class work that is missed due to illness.
- J. Tutoring services must be provided for the pregnant student if health and/or welfare are involved, at the expense of the school.
- K. Married students are permitted to sign permission slips and report cards, provided they are emancipated.
- L. The North Star School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

PART TWO: Suspension and Expulsion

I. Reasons for Exclusion from school

Reasons for exclusion from school include, but are not limited to, the following:

- Persistent disruption of classes
- Violence
- Assault
- Vandalism
- Disruption on school buses or at school activities
- Dangerous or illegal acts
- Violation of the rights of others
- Possession, use or involvement with alcohol, tobacco or illegal drugs on school property, at school activities, or on the way to and from school.

II. Suspension:

- A. **Definition of temporary suspension.** A temporary suspension shall be defined as "not more than ten (10) consecutive school days".
- B. **Procedure concerning the temporary suspension.** The principal making the suspension shall:

1. Immediately notify the parent or guardian by letter and/or telephone.
 2. Immediately notify the superintendent by letter and/or telephone.
 3. Confirm said telephone calls in writing, stating admittance for the suspended pupil.
 4. Furnish the superintendent with a full and complete anecdotal record of the suspended pupil.
- C. Removal from the rolls.** No temporarily suspended pupil shall be removed from the rolls. Only students permanently expelled will be removed from the rolls.
- D. Length of temporary suspension.** No temporary suspension by the principal shall exceed ten (10) days. Temporary suspension for longer periods shall be given only by the North Star School Board or its authorized committee.
- E. Recommendations for expulsion.** Three(3)suspensions of any individual pupil in a single school term shall result in an automatic recommendation by the principal to the superintendent for expulsion of said pupil. However, this should not deter the principal from recommending the expulsion of a pupil on the first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendations for either suspension or expulsion.
- F. Definition of full suspension.** Full suspension shall mean exclusion from school for a period of up to ten (10) school days. After an informal hearing between the student and principal and a meeting or phone contact with the parents, a letter is sent home documenting these events. The student is then suspended for the designated amount of days.
- G. Maximum period of time for a suspension.** The maximum period a student may be suspended for an offense shall not exceed ten (10) school days. A temporary suspension may be followed by a full suspension. However, temporary or full suspensions may not be cumulative or made to run consecutively beyond this ten (10) school day limitation.
- H. Recalcitrant Pupils.** In the case of recalcitrant pupil(s) whose behavior is a hindrance to the proper conduct of the school, and wherein the principal has exhausted all possible means of improving the conduct and attitude of said pupil(s), it shall be the responsibility of the principal to recommend to the superintendent that said pupil(s) be expelled.
- I.** The superintendent shall forward the principal's request for the expulsion of a student to the hearing committee of the school board within five (5) days.
- J. Reference.** Procedures in regard to suspension and expulsion of

students can be found in Section 1318, **Public School Code** of 1949 as amended.

III. Procedures Concerning a Hearing:

- A.** No hearing is required for a temporary suspension.
- B.** Suspension Requiring an Informal Hearing:
 - 1. Full suspensions require an informal hearing.
 - 2. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended. The informal hearing also encourages the student's parent(s) or guardian(s) to meet with the principal to discuss ways by which future offenses can be avoided.
 - 3. At the informal hearing, the following due process requirements are to be observed:
 - (a)** Notification in writing of the reasons for suspension shall be given to the parent(s) or guardian(s) and the student.
 - (b)** Sufficient notice of the item and place of the informal hearing.
 - (c)** The right to cross-examination of any witnesses.
 - (d)** The student's right to speak and produce witnesses on his/her own behalf.

IV. Suspension Requiring a Formal Hearing:

- A.** If the suspension of a student exceeds ten (10) days, or if expulsion may result, the secretary of the board, at the direction of the superintendent, shall give written notice, by certified mail to the student and the parent not later than three days after the date when school officials learn of the alleged misconduct.
- B. The notice shall contain:**
 - 1. A concise statement of the charges alleged that make up the misconduct or the alleged offense.
 - 2. The name of the person or persons bringing the charges.

3. The time and place of the hearing.
4. A statement that the student and his/her parent(s) have the right to appear at the hearing, produce witnesses on the student's behalf, and be represented by legal counsel.
5. A statement that the student, parent(s), or their legal counsel shall have the right, upon reasonable request prior to the hearing, to examine written statements about the misconduct, if any, and examine the student's academic and behavior records.

C. Time of hearing. The hearing date shall be fixed at no less than ten and no more than fifteen days after the written notice.

D. Hearing Procedure:

1. The president of the school board or his/her designee shall preside at all hearings.
2. It shall be the duty of the chairperson to instruct the accused pupil, his/her parent, or their counsel that the accused student is not compelled to testify and his/her refusal to testify shall not be construed as an admission of guilt.
3. Hearings shall be public and shall be attended by the following:
 - members of the board
 - board solicitor
 - the superintendent
 - court reporter
 - the accused student
 - his/her parent(s)/guardian(s)
 - their respective counsel
 - all witnesses to be called by the parties involved or the board.
4. The accused student, his parent(s) or guardian(s), or their counsel may request that the hearing be private. However, the board must receive such requests before the hearing begins.
5. The principal shall present the case for the school district.
6. All witnesses shall be sworn by the court reporter or the president of the board.

7. The board, its solicitor, the student and/or his/her parent(s) or guardian(s), or their respective counsel shall have the right to examine and cross examine all witnesses.
8. Only relevant and competent evidence shall be received and considered by the board. However, strict rules of legal evidence shall not be followed, so that every opportunity may be afforded the board to hear and obtain all relevant and pertinent facts.
9. The accused student's past record shall not be consulted or any testimony pertaining there to receive in evidence until after the board determines the guilt or innocence of the student accused. If the student is found guilty, the board has the right to determine the student's penalty.
10. The testimony of all witnesses shall be recorded by the court reporter so that it may be transcribed later.
11. After the evidence is closed, the accused student, his/her parent(s) or guardian(s) or their legal counsel may make a summation of the testimony and an argument not to exceed fifteen minutes in length.

E. Disposition of the Case:

1. Promptly, after said hearing is closed, the board shall consider the evidence and by majority roll call vote determine the penalty, if any. The board may reprimand, suspend, expel, or exonerate.
2. If the charges are sustained, the board shall prepare a written adjudication, which shall include findings of fact and conclusions setting forth, in summary, the evidence and the reasons for its decision and penalty imposed, if any. A copy thereof shall be transmitted, by certified mail, to the accused student, the student's parent(s) or guardian(s), and their legal counsel no later than five (5) days from the date of the hearing.
3. In case of suspension or expulsion of the student, any information or testimony concerning the incident shall be classified as Category B, North Star School Board Policy, Collection of Student Information, and shall remain confidential unless the student's parent(s) or guardian(s) gives written permission for its release to identified sources. Releases shall be directed to the board.
4. If the Board finds in favor of the student, all reference to the alleged incident shall be removed from the student's record.
5. The student shall have a right to a copy of the transcript

at his/her own expense.

6. If the student is dissatisfied, he or she may recourse in the proper court.

F. Status of the Student Pending a Hearing:

1. During the period prior to the temporary suspension, the full suspension or the hearing and decision of the board or an expulsion case, the student shall be placed in his or her normal classes.

If, when expulsion proceedings are indicated, it is, determined after an informal hearing that a student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten school days provided the formal hearing is not reasonably delayed. Any student so excluded shall be provided with alternate instruction.

2. Notwithstanding any problems contained herein, any student who has been suspended for a period in excess of ten consecutive school days without being afforded the opportunity for a hearing, shall be automatically reinstated pending a hearing and proper disposition.

G. Compulsory School Attendance After Expulsion

Students who are less than seventeen years of age are still subject to the compulsory school attendance law, even though expelled, and must attend school. The responsibility of placing the student in school rests initially with the student's parent(s) or guardian(s). However, if the student is unable to attend another public school or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives are acceptable, the school district must take action in accordance with the provisions of the Juvenile Act of 1972, to ensure that the child will receive a proper education.

H Suspension for Sale of, Use of, Possession of, or Procurement by Contract of Drugs (Narcotics, Alcohol, and Tobacco):

The Principal of any school in the North Star School District may immediately suspend and/or begin proceedings to expel a pupil who on school grounds sells, uses, possesses or aids in the procurement of alcohol, narcotics, tobacco or restricted drugs including marijuana or any material purported to be such during a time school is in session, or anywhere during a school activity.

The procedure will be in accordance with school board policy. The principal then may proceed with the necessary steps provided in the School Laws of Pennsylvania excluding a student from the school system for this act upon proper notification of police authorities and positive identification of the material involved in the case as a narcotic or restricted drug. Students may be referred to counseling.

PART THREE: Freedom of Expression

Policy Statement of Freedom of Expression:

A. Students have the right to express themselves

In any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community or encourages unlawful activity, or interferes with another individual's rights.

B. Students may use publication, handbills, announcements

Assemblies, group meetings, buttons, arm bands, and any other means of common communications, provided that the use of public school communications facilities shall be in accordance with the regulation of the authority in charge of these facilities. Students have the responsibility to obey the laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

C. Unofficial Publications

The constitutional right of freedom of speech guarantees the freedom of public school students to publish their own materials, other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of these materials. Nor may the school be held responsible for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

D. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate will stand, remaining respectfully silent.

E. Hair and Dress:

1. Where long hair causes an actual disruption of the educational process, or that the length or style of hair constitutes a health or safety hazard, the school official has the right to govern the length of hair. Where hair length is a problem, as in shop class, some type of head covering should be considered.
2. A student may not be excluded from regular instruction because of appearance if style, fashion, or taste is the sole criterion for such exclusion. The administration, however, reserves the right to exclude a student from regular instruction, when in the opinion of the principal or administrator, the appearance or attire of the student is disruptive to a proper classroom atmosphere and hampers the educational environment.
3. Students may be required to wear certain types of clothing while participating in physical education classes or extra-curricular activities such as band.

Confidential Communications:

- I. Information received in confidence from a student by guidance counselor, school nurse, school psychologist, or teacher, in public or private schools, while in the course of that person's professional duties, is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parent(s) or guardian(s).
- II. An exception to the above is information revealed by the student concerning child abuse, neglect, or injury which the recipient of such information is under legal duty to report to the authorities

Other Concerns:

Student Government:

- A. Students are encouraged to participate in student government. The Student Council provides students with a voice in school affairs through a representative system.
- B. Students, through the Student Council, have the right to petition and be heard by the school board on issues affecting the student body at large, through a representative who should be the President of the Student Council. The school board shall reserve time, when requested, at school board meetings to hear the student representative.

PART FOUR: Policy of Weapons and Dangerous Instruments.

Definition of Weapon

"Weapon" - Any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing bodily injury, or any other device or instrument which, in the manner in which it is used or intended to be used, is calculated or likely to produce bodily injury.

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon on school grounds at any time.

Discipline

Any student apprehended for the possession of a weapon will be expelled for one year, according to state law. The following procedures outline the actions to be taken by the principal, the parent/guardian, and the student.

SPECIAL NEEDS SERVICES

The North Star School District, with Appalachia Intermediate Unit 8, provides services for students who may have special needs. If you suspect that your child may be in need of special services, please contact the school's guidance counselor.

North Star Central Elementary - Thomas Washburn - 629-5627

North Star East Elementary - Wallace Berkebile - 893-5616

North Star High School - Nicole Bowers - 629-9889
Melissa Garman - 629-9889

If a teacher suspects that a student is in need of specially designed instruction, the student is referred to the Child Study Team. The team members may be the teacher(s) of the student, parents, principal and guidance counselor. Some of the purposes of the Child Study Team are to diagnose or define a student's learning and/or behavior problems, and to develop a written plan to meet the student's needs. If no significant improvement is noted, the Child Study Team may consider referral for a multidisciplinary evaluation by a multidisciplinary team. Sixty school days is a reasonable time to develop, implement and evaluate an intervention plan.

PROCEDURE FOR PARENTS REQUESTING A MULTIDISCIPLINARY

EVALUATION

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation at any time. A written request by the parent is required. The evaluation shall include information from the parents, direct observation by the classroom teacher and other team members. Tests and similar evaluation materials may be used in the determination of the exceptionality.

SPECIAL EDUCATION PROGRAMS

Special needs services are available to all North Star students from kindergarten through graduation. When appropriate, services are available for pre-school students as well as those requiring services through the age of 21. These special education services are provided both in district operated classes and classes operated by Intermediate Unit 08 and other outside agencies.

If a student is thought to be in need of special services, parent permission is obtained for the student to be evaluated by our school psychologist. If determined to be in need of services, the student's placement is determined by a team that includes the school psychologist, principal, guidance counselor, teachers, student, and parents. An IEP (Individual Education Plan) is written annually on each eligible student. Each unique IEP is the plan that outlines the student's educational strengths, needs, and objectives.

The district's learning support teachers provide the majority of our special needs services. The diversity of the program allows it to serve students with a wide range of need. For example, one LS student may go into the resource room for part of his/her daily instruction, while the LS teacher may monitor another LS student in the regular classroom with intervention as necessary.

The District also operates two life skills support classrooms. The elementary classroom is located in the North Star East Elementary/Middle School and the secondary classroom is located in the High School.

Also offered by the district are gifted support, speech and language support, emotional support programs and social worker support. The speech/language teacher travels to all district buildings throughout the week to service identified students as the caseloads require.

Students identified as mentally gifted receive gifted support services in an inclusionary setting in kindergarten through grade 12, also individualized programs are provided by an IU8 trained gifted teacher

The district also employs numerous teacher aides to assist teachers and special needs students. There are children with other exceptionalities which require special attention. Because of the low incidence of these cases, the District has opted to contract with Appalachia IU8 and/or other agencies to provide the services as

needed. Some such exceptionalities are deafness and hearing impairment, blindness or visual impairment, some multiple disabilities, autism, and the need for physical or occupational therapy.

There are also rare instances when a child's needs are not best served within the boundary of our own district. In some cases, children are transported to a neighboring district that has a class more appropriate for the child's needs. We also are able to draw upon the resources of approved private schools and other Intermediate Units as necessary.

All district buildings and playgrounds are handicapped accessible which enables us to accommodate most students with physical disabilities. These students are often assisted by personal care assistants (teacher aides).

NO CHILD LEFT BEHIND

On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. Beginning this year, NCLB will require significant changes to schools that receive Title I funding. Your child's school receives Title I funding and is covered under NCLB.

NCLB requires:

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

Under NCLB, parents have a right to know the professional qualifications of their children's teacher(s). This letter is to inform you of your right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether a teacher is teaching under an emergency permit or other provisional status through which state-licensing criteria has been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

For general information about NCLB, please contact Anna Kozuch, Federal Programs Coordinator, at (814)629-5631

HOMELESS STUDENTS

Each year, more than 800,000 school-age children in the United States experience homelessness. The federal "No Child Left Behind Act of 2001" (NCLB) includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The North Star School District is required to provide activities for and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs

The law requires all school districts to inform parents or guardians of their rights under this provision of NCLB. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any question about this provision of NCLB, please contact Anna Kozuch, Federal Programs Coordinator at (814)629-5631

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

- ▶Contact the person that you have a complaint about to discuss both sides of the story.
- ▶If the problem still exists, contact the building principal.
- ▶If it is still unresolved, contact the superintendent.
- ▶Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

ACCESSIBILITY TO STUDENT RECORDS

Parents of students attending North Star School District are notified annually in local newspapers of their right to inspect the records, procedures to follow, location of record policy, record of disclosure of information, opportunity to amend the records and to request a hearing on the records in compliance with the Family Educational Rights and Privacy Act.