Northampton Area School District
Joseph Kovalchik
District Administration Office
7250 New Seemsville Road
Northampton, PA 18067
Phone (610) 262-7811, Ext. 20200 Fax (610) 262-1150

Dear Students and Parents,

Welcome to the Northampton Area School District. The Mission of the Northampton Area School District is: Northampton Area School District, in partnership with families and our community, is committed to educating and empowering all students to become respectful contributing members of society who learn from the past, listen to the present and lead our future. Learn, Listen and Lead.

The Northampton Area School District strives to provide a safe and orderly environment as well as the highest quality learning opportunities. Because students and parents play an important role in this partnership for excellence, we look forward to a team approach and to your input and support of our schools. It is important for students not only to come to class prepared with pens and books, but also with a positive attitude and a willingness to work. Learning is as much the student's responsibility as it is ours. Your commitment to educational excellence means you accept your responsibility to render your best effort in both curricular and co-curricular activities.

This handbook has been prepared to familiarize you with the many aspects of the Northampton programs and procedures. We encourage parents and students to discuss, with each other, the important information included in the handbook. We are certain it will answer many questions and be used as a guide throughout the year. Please feel free to contact the school building administrators if you have any questions about its contents.

The faculty, support staff, administration, and school directors are looking forward to a challenging and rewarding year. We are here to help you achieve your goals and aspirations. We wish you much success during your school years at Northampton.

Sincerely,

Joseph S. Kovalchik

Superintendent

August 24, 2026

ELEMENTARY PARENT/STUDENT HANDBOOK

Dear Parent/Guardian,

We welcome your child to the Northampton Area School District Elementary Schools. The document you are holding is our Parent/Student Handbook, which has been designed to assist you and your child in locating information regarding procedures, rules, and regulations that apply to all District Elementary buildings, as well as information that pertains to your child's particular school.

Our goal is to help your child have a successful year in a safe and positive learning environment. We ask you to assist us in reaching this goal by familiarizing yourself with the handbook.

Please note that the check-off and signature forms for the handbook should be completed as soon as you and your child have read this handbook. The forms are located within the Sapphire Parent Portal account for your child. We ask that these forms are completed by Friday, August 28, 2026.

Sincerely,

NASD Elementary School Principals
Mr. Curtis Dimmick - East Allen
Mr. Stephen Serensits - George Wolf
Mrs. Shannin Peters - Lehigh
Mr. Douglas Sherman - Siegfried

District Website: www.nasdschools.org

Approved - June 15, 2026

NORTHAMPTON AREA SCHOOL DISTRICT
MISSION STATEMENT

Northampton Area School District, in partnership with families and our community, is committed to educating and empowering all students to become respectful contributing members of society who learn from the past, listen to the present, and lead our future.

"Learn - Listen - Lead"

Belief Statements:

1. We believe every individual has value and deserves to be treated with dignity and respect.
2. We believe a safe and positive environment is essential to learning.
3. We believe in forging positive relationships among students, staff, parents, and the community.
4. We believe student success is cultivated through physical, emotional, social, and intellectual development.
5. We believe high expectations promote high achievement.
6. We believe all students deserve an educational experience that provides relevant and challenging academic and extracurricular activities.
7. We believe educational excellence requires continuous improvement and is the shared responsibility of students, staff, parents, and the community.
8. We believe instructional strategies should be student-centered and evidence-based, and all students should be challenged to develop to their fullest potential.

Vision Statement:

The Northampton Area School District will provide a dynamic and supportive environment to empower students to cultivate their strengths and passions to achieve their individual goals within a culture of excellence.

PROFILE OF A GRADUATE

Communicator | Innovator

Collaborator | Leader

Inquisitive Learner | Critical Thinker

KONKRETE KIDS

AMBITION • CHARACTER • INTEGRITY • EMPATHY

An NASD Graduate is a...



Communicator
- Write clearly
- Speak effectively and listen attentively



Collaborator
- Work productively with others
- Build trust and solve conflicts



Inquisitive Learner
- Research and ask questions
- Always striving to learn more



Innovator
- Generate ideas, experiment
- Devise unique solutions and alternatives



Leader
- Inspire others to achieve goals
- Develop a team, remain flexible



Critical Thinker
- Open-minded
- Gather evidence, make informed decisions

An NASD Graduate has...



AMBITION
- Strong desire to be successful
- Determination and hard work



CHARACTER
- Kindness and compassion
- Strives to always do what is right



INTEGRITY
- Strong moral principles, honesty
- Taking responsibility and accountability for actions



EMPATHY
- Care about others
- Listen to and understand different perspectives

FOR MORE INFO:
- Use QR code

OR

- Go to: bit.ly/NASDProfile

Northampton Area School District • 2014 Laubach Ave
Northampton, PA 18067 • www.nasdschools.org

Board of Education

John Becker, President
David Gogel, Vice President
Michael Baird, Ed.D.
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Ross Makary
Jamie Marchiano
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Kristin Soldridge

District Administration

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Dr. Michelle Schoeneberger, Assistant Superintendent
Craig Neiman, Business Administrator
Dr. Michael Alogna, Director of Human Resources
Nicolette Teles, Curriculum Supervisor, Grants and Special Programs
Katie Trach, K-6 Elementary Supervisor
Scott Oste, 7-12 Secondary Supervisor
Sally Fredericks, Director of Transportation
Victoria Kropf, Director of Special Education
Tiffany Eberhart, Assistant Director of Special Education
Kurt Paccio / Mary Frantz, Director of Technology
Jonathan Jenny, Director of Maintenance

Elementary Administration

Curtis Dimmick, Principal, East Allen Elementary School
Shannin Peters, Principal, Lehigh Elementary School
Douglas Sherman, Principal, Siegfried Elementary School
Stephen Serensits, Principal, George Wolf Elementary School

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NORTHAMPTON AREA SCHOOL DISTRICT – CODE OF CONSEQUENCES
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SUMMARY OF MAJOR CHANGES

The following is a list of major changes made to the Elementary Parent-Student Handbook from the previous school year. This summary of changes is not a comprehensive list of all changes in the current handbook.

- (all pages) Changes to all dates pertaining to the 2026-2027 school year, referenced in the handbook
- (pg. 2) Changes made to the introduction letter, including names and dates
- (pg, 5) School Board and personnel & title changes made for the 2026-2027 school year
- (pg. 5) Changes made to the school names
- (pg. 15) Under Lice, removed old language and updated the section with "*In the event a student is found to be contagious with head lice during the school day, the school nurse will notify the parent/guardian and provide treatment information. Incidents will be handled on a case by case basis by the school nurse, building and district administration, and families"*
- (pg. 15) Added the line "*or by calling the school's Main Office*" under the subsection Additionally
- (pg. 16) Added the line "*Devices should not be used to record videos or take photos while on the bus*" in #14 Electronic Devices
- (pg. 20) Added "*evidence/proof of a full list of updated clearances*" under Classroom Observations/Visitations
- (pg. 26) Removed "*5th Offense in Minor moves discipline to In-School Suspension*"
- (pg. 28) Added "*crop-tops*" under #3 in Dress and Grooming
- (pg. 29) Added "*slides*" under #13 in Dress and Grooming
- (pg. 32) Changed the social media links for East Allen, and changed the names of the schools
- (pg. 32) Added the statement "*Please be sure to update your contact information within the Sapphire Parent Portal or by calling the school's Main Office of information changes*" under subsection Parent Information System
- (pg. 38) Added the statements "*must be*", "*by a parent/guardian, and*" and "*or by the student*" under #2 in subsection Specific Guidelines
- (pg. 44) Added the statement "*Lost or damaged books will result in financial penalty*" under Library Use
- (pg. 45) Under subsection "Aramark", updated the cost of student lunch to $3.00 for the 2026-2027 school year in #6
- (pg. 49) Removed #2 under Procedures Concerning School Problems
- Board Policy references were updated throughout the handbook
- All hyperlinks were updated throughout the handbook
- *All formatting will be fixed upon approval of the Handbook & addition/removal of items*
- *The District will be creating a WCAG version of the handbook for ADA compliance, and will be posted on the schools' websites*

NORTHAMPTON AREA SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 17, 18, 19, & 20, 2026.....In-Service Days
August 24, 2026.....First Day for Students
September 7, 2026.....Labor Day
October 12, 2026.....In-Service Day
November 23 & 24, 2026 .....No School for Grades K-5
November 25, 2026.....In-Service Day
Nov. 25-30, 2026..... .....Thanksgiving Holiday
(Commences at Close of School on Tuesday, November 24, 2026)
December 1, 2026..... .....School Reopens
Dec. 24-31, 2026/Jan. 1-3, 2027 .....Winter Holiday
January 4, 2027..... .....School Reopens
January 18, 2027..... .....Martin Luther King Holiday
February 12, 2027..... .....In-Service Day
February 15, 2027..... .....Presidents' Day
March 25-29, 2027..... .....Spring Recess
(Commences at Close of School on Wednesday, March 24, 2027)
March 30, 2027.....School Reopens
May 27, 2027(1/2 Day).....Last Day for Students
May 28, 2027.....In-Service Day
May 31, 2027.....Memorial Day

Instructional make-up days will be scheduled using the following dates at the discretion of the Superintendent:
1st - June 1, 2027; 2nd - June 2, 2027; 3rd - June 3, 2027;
4th - June 7, 2027; 5th - March 25, 2027

Other Possible Make Up Days: November 30, 2026, March 29, 2027, February 15, 2027, and January 18, 2027

ACT 80 DAYS (All Dates are Subject to Change)
August 18 & 19, 2026.....In-Service Days
October 12, 2026.....In-Service Day
November 23 & 24, 2026 (Full Days).....Elementary Conf.
February 12, 2027.....In-Service Day
May 24-26, 2027.....1/2 Days
May 27, 2027.....1/2 Day

Month	Instr.	(Cum.)	Staff	(Cum.)
August	6	6	10	10
September	21	27	21	31
October	21	48	22	53
November	17	65	18	71
December	17	82	17	88
January	19	101	19	107
February	18	119	19	126
March	20	139	20	146
April	22	161	22	168
May	19	180	20	188

□ In-Service ○ No School △ Act 80 ◇ Last Day
Section 1502 - Official District Holidays

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Board Approved: 1-12-26

ARRIVAL AND DISMISSAL PROCEDURES - See Individual School Addendum

ATTENDANCE POLICY - Refer to NASD Board Policy 204

Regular attendance by students is required by State Law and students are encouraged to attend school each and every day. Parents are requested to schedule dental, doctor, or similar appointments at times that least interfere with the student's school day. If your child is absent a total of ten (10) days, each absence after ten (10) days may require a doctor's excuse.

Absence from School

Whenever a student is absent from attending school, a written excuse from the parent and/or guardian is required on the return date. This excuse should explain why the child was not in school and the exact date(s) of the absences. This is required even though a parent may have informed the school of the absence by telephone.

To submit a written excuse electronically parents/guardians must submit the Absence Excuse Form located under Student Data Forms in the Sapphire Parent Portal or email the building secretary. As per the District Attendance Policy, excuses for illness must be received within three (3) days of the absence. A handwritten/typed note signed by the parent/guardian to excuse the absence will also be accepted upon the return to school.

If an excuse is not received within three (3) school days of the last date of absence, the absence(s) will be considered unlawful. The District realizes that weekends and holidays may sometimes make it impossible for a parent to provide an excuse within three (3) days. In such cases, the building administrator will take into account the extenuating circumstances before considering an absence unlawful.

If a student is absent for more than three (3) consecutive school days, the parent should contact the school noting the reason for the absence. If there is no communication from home after the third consecutive day of absence from school, the teacher may request that the school nurse contact the parents to inquire about the student's condition.

If a child has an extended absence, the parent should arrange for homework assignments to be completed during this absence. If this extended absence is expected to become long-term, please contact the school office to arrange for homebound instruction.

A note is also required for leaving school early and/or late arrival to school.

Students who are unlawfully absent from school for 10-consecutive school days shall be dropped from the active membership role unless the school is provided with evidence the absence is legal, or compulsory attendance prosecution is pursued. (section 1326 of Public School Code)

Excused Absences	Unlawful Absences
● Illness ● Quarantine ● Recovery from an accident ● Death in immediate family or of a near relative ● Required court attendance ● Impassable roads ● Religious holidays ● Exceptionally urgent reasons affecting a child ● Approved educational trips *(limited to 5 days per school year)*	● Absence through parental neglect or for parental convenience (ie. babysitting, no ride to school, car trouble, etc.) ● Truancy ● Oversleeping ● Missing the bus ● Educational trips taken without prior approval or more than five (5) days per school year.

If a student compiles more than three (3) days of unlawful absence, official action is taken by the school district that could result in fines and other legal action (Pennsylvania School Law Act 29 of Special Session #1 of 1995). Under Compulsory Attendance / School Attendance Improvement and Truancy Reduction (24 P.S. 13-1327), schools are required to develop a School Attendance Improvement Plan (SAIP) for students and parents who have compiled more than three (3) unlawful absences. The SAIP is a binding document, aimed at overcoming any barriers to student attendance in school. If the SAIP is not followed by the student and parents, legal action in the form of a citation for Truancy will be filed with the local magistrate. Truancy citations can result in fines or mandated parent/student education classes.

Doctors/Dentist Appointments

If you must remove your child from school during the school day, please send a handwritten note to the classroom teacher or email stating the time you will pick up your child at the office. Only appointments with doctors and dentists, or similar reasons, will be accepted. No child is permitted to leave with any adults or persons unless requested and approved by the parents or guardians. You must come to the school office and present photo identification to sign the student out. No one is permitted to go directly to a child's classroom to pick-up or drop-off a student. We are not permitted to release any child to walk alone to the dentist, doctor, etc.

A **MAXIMUM** of ½ school day is allowed for normal doctor or dentist visits. Unless extensive dental work is being done, or unless serious physical reactions occur due to tooth pulling or medical treatment, children are expected to be in attendance during that session of the school day that is immediately before an early afternoon appointment or which is immediately after a morning-hour appointment. A doctor or dentist excuse may be needed to excuse the child if the maximum time of absence allowed is exceeded.

SUMMARY OF ATTENDANCE POLICY FOR TARDINESS and ABSENTEEISM

Student Arrives	Reason	Result
Before 10:30am	Doctor / Dentist Appointment	Nothing
After 10:30am	Doctor/Dentist Appt. / Illness	½ day Absence
Between 8:55-10:30am	Other Reasons	Tardy
After 10:30am	Other Reasons	½ day Absence (Possibly unlawful)
Student Leaves	**Reason**	**Result**
Before 10:30am & Doesn't Return	Doctor/Dentist Appt. / Illness	1 Day Absence
After 1:30pm	Doctor/Dentist Appt. / Illness	Nothing
Before 1:30pm	Doctor/Dentist Appt. / Illness	½ day Absence
After 3:00pm	Other Reasons	½ day Absence (Possibly unlawful)

If a student comes to school, leaves school for a doctor or dentist appointment, and returns to school, a ½-day absence is recorded if the student is gone for more than 1 ½ hours.

Early Release of Students

If you must remove your child from school during the school day, please send a handwritten note or email to the classroom teacher stating the time you will pick-up your child from the office. Only appointments with doctors and dentists or similar reasons will be accepted. No child is permitted to leave with any adults or persons unless requested and approved by the parents or guardians. You must come to the school office to sign-out the student and present photo identification. We cannot dismiss students early for dance lessons, music lessons, etc.

In the event that a child is to be released early from school, a reason for the early dismissal needs to be given by the parent prior to the child being dismissed. If no reason is given, the time absent could be marked as an unlawful absence. Also, if the time absent from school is excessive in relation to the nature of the appointment and the distance from the school, the absence will be considered to be an unlawful absence.

Tardiness

A student is marked tardy if he or she enters school after 8:55am, for reasons such as: missed the bus, overslept, etc. Doctor or dentist appointments are not considered tardy.

If a student comes to school due to tardiness anytime after 10:30am, this becomes a ½ day of absence, which may be coded as unlawful.

Educational Trips

Students may be excused for up to a total of five (5) consecutive or cumulative days per year for educational trips. An Educational Trip Request Form must be submitted to the building principal at least ten (10) school (work) days prior to the first day of the educational trip. Please visit the school district's website to obtain an Educational Trip Request Form (NASD Board Policy 204.2), or contact the school's Office to obtain a hard copy. Please note that Educational Trip absences are included in the ten (10) "parent excuse" days permitted per year.

Make-up work will be provided to the student upon his or her return to school. Classroom work will be made up to the satisfaction of the classroom teacher(s). The make-up work for excused educational absences is expected to be completed within a period not to exceed the time equal to the number of days absent, times two (ex. For a trip lasting 5 school days, work would need to be completed within 10 school days upon return/assignment).

GUIDELINES FOR SCHOOL ATTENDANCE - ILL CHILD

The District will follow regulations of the PA Department of Health or guidance from state or local health officials. For the health and safety of your child, as well as fellow students and faculty, the following information should be used as guidelines for keeping an ill child home:

- **Fever:** A "fever" is the body's way of destroying germs that are making it sick, and it's a common symptom of an infection. Please keep your child home if their temperature is 100 degrees or greater. Your child can return to school after he/she has been fever-free for 24 hours without the use of fever-reducing medications such as Tylenol or Motrin.

- **Diarrhea / Vomiting:** Symptoms indicating a communicable intestinal disease can include vomiting and or diarrhea. Students who are exhibiting these symptoms should be kept home. They may return to school after they have been symptom-free for 24 hours with the use of symptom-reducing medications.

  If a student is sent home from school with symptoms indicating a communicable infectious disease, such as fever, vomiting, or diarrhea, they may not return to school the next day. Please refer to NASD Board Policy 203

- **Upper Respiratory Infection:** Any student under a physician's care for bronchitis, pharyngitis, strep throat, or any other upper respiratory infection which warrants antibiotics may, with the written permission of the doctor, return to school while being treated (at least 24-hours after the start of antibiotic therapy). A child who has a cold, which is not accompanied by fever or a severe cough, may attend school. A cold accompanied by a fever may indicate a more serious problem, and the child should stay home.

- **Conjunctivitis (Pink Eye):** This can be highly contagious, depending on the cause. Children may return to school with written permission from the physician.

- **Chicken Pox:** The child may return to school when all vesicles are scabbed over (7-10 days).

- **Lice:** In the event a student is found to be contagious with head lice during the school day, the school nurse will notify the parent/guardian and provide treatment information. Incidents will be handled on a case by case basis by the school nurse, building and district administration, and families.

Additionally:

Emergency information must be kept current. Please update changes to telephone numbers and emergency contact persons in the Sapphire Parent Portal, or by calling the school's Main Office.

Any injuries occurring at home or during non-school hours should be addressed with appropriate medical follow-up at the time of the injury. The schools are not staffed or equipped to treat injuries that occur outside of school.

BACKPACK / BOOKBAG GUIDELINES

Mesh or clear plastic backpacks are preferred to be used throughout the school day. Athletic bags and equipment must be stored in designated areas prior to the start of the school day and picked up at the appropriate dismissal time.

BICYCLES / SKATEBOARDS / SKATES

Students are not permitted to ride bicycles, skateboards, or skates to school for safety reasons.

BOARD POLICIES

All policies are available online through the Northampton Area School District Home Page: www.nasdschools.org, then visiting the Board of Education tab.

BUS INFORMATION PROCEDURES

Transportation Change Requests

Any request initiated by the parent or guardian for permanent changes and/or temporary changes in student transportation to and from a location such as home, childcare facilities and baby sitters must be made to the transportation office by phone, email, or letter of request. This request should be submitted prior to the beginning of the new school year unless the Transportation Office has been previously notified. All arrangements are to be made by contacting the Transportation Supervisor at 610-262-7811, extension 20280.

Student transportation arrangements must remain the same each day of the week (Monday through Friday). Students must have one regular morning bus stop and one regular afternoon bus stop. Students may not have different bus stops for different days of the week or different situations. Parents will have the option of changing their son's/daughter's pick-up or return location a maximum of one (1) time per month. Any additional requests will be handled on an individual basis by the transportation office.

Emergency situations will be handled on a day-to-day basis. The Transportation Office and the building principal are the only individuals authorized to make any bus changes. Therefore, no notes are to be given to the bus driver at any time as a way of communicating emergency transportation arrangements.

Permanent Changes

The Transportation Supervisor and/or a designated representative shall have the authority to add or transfer a student to an existing run/stop and to add/delete a run/stop. Such authorization must be in writing before the change is instituted.

Temporary Changes

The Transportation Supervisor, the building principal or his/her designee, and the Bus Contractor's Representative shall have the authority to temporarily add or transfer a student to an existing stop and/or run. Such authority may be given upon written request of the parent or legal guardian of the student involved. Verbal requests will be considered for extenuating circumstances only. Changes authorized under this procedure are for unusual circumstances and are valid only for a period of one day. The bus driver(s) shall be given written permission for the change by the above-mentioned school or transportation officials.

Bus Conduct and Safety Codes

1. Be ready to board the bus on time, and line up to enter the bus in an orderly manner.
2. Leave the bus in an orderly and safe manner.
3. Be careful in approaching the school bus stop.
4. Wait until the bus is at a complete standstill before attempting to enter.
5. Remain off of the road at all times and behave in a safe manner while waiting for the bus.
6. Ride only the bus to which you are assigned. Board and get off of the bus at the assigned bus stop.
7. Assist in keeping the bus as safe and sanitary as possible at all times.
8. Practice courtesy to fellow students and assist the bus driver whenever possible and particularly with small children.
9. Never extend hands, arms, any other part of the body, or any object out of the windows or doors.
10. Never experiment or tamper with the bus or any of its equipment.
11. Be careful to leave nothing on the bus (such as lunches, clothing or books).
12. Noise on the bus must be kept at a minimum. Firecrackers, noise-makers, loud talking, loud laughing, or other ways of creating a disturbance are not allowed.
13. Roughhousing or throwing objects in or from the bus is prohibited.
14. Electronic devices when used with headsets are permitted on the bus at the discretion of the bus driver. Neither the District or Bus Contractor is responsible for personal items that are lost, stolen or damaged. Devices should not be used to record videos or take photos while on the bus.
15. Transportation of items such as musical instruments is not permitted unless carried in a case. Personal possessions may not be in the aisle.
16. The carrying of water pistols or other objects that can create disturbances is strictly prohibited.

17. Glass objects may not be transported.
18. The use of obscene language is not permitted.
19. Smoking or lighting matches is not permitted on school buses by the students or the drivers.
20. Eating, drinking, or use of alcoholic beverages or narcotics, is not permitted on the bus.
21. Pets are not permitted on the bus.
22. Remain quiet when the bus is approaching a railroad crossing and until the bus has passed the crossing.
23. The driver is in complete charge of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.
24. Obey the bus driver, and in case of emergency, remain in the bus unless otherwise instructed by the individual in authority. Be careful and watch for an alert signal from the school bus driver.
25. When it is necessary to cross a road after getting off of the bus, cross twelve (12) feet in front of the bus and look both ways to make sure no traffic is approaching.
26. If a student intentionally damages seats or other parts of the bus, he or she will be required to pay for their replacement.
27. Students are to remain in their seats while the bus is in motion.

If a student violates any of the above rules and regulations and loses his/her bus privileges, the student or his/her parents or guardians will have to provide transportation to school. In such cases, the law still requires attendance at school with parental arrest for non-attendance.

Unusual and extreme behavior may result in formal charges of harassment, disorderly conduct, criminal mischief, and/or criminal trespass being brought against the student(s).

If a student violates the school bus rules, the bus driver will complete a written bus referral and forward it to the principal. Depending on the severity of the offense and number of referrals, punishment may include a reprimand from the principal or head teacher, loss of privileges, principal-parent-student conference, after-school detention, or suspension from the bus.

Video Cameras on School Buses - Refer to NASD Board Policy 810.2

Management of student misbehavior on the school bus is a key element to a safe school bus ride. Video cameras may be placed on any bus at the discretion of the school district. The cameras may capture both video and audio recordings. The use of video cameras on a school bus may be used to aid in the monitoring of bus behavior and discipline. It does not replace the discipline policy, authority or responsibility of the driver, or the responsibilities of school officials.

Bus Discipline

Parents should remind their children that it is a privilege to ride the school bus. Also, proper behavior of all children is essential for the safety of everyone. Should a bus driver report a child for violating the rules explained above, the child will be dealt with in the following manner:

First Report -	Child will be spoken to by a school official.
Second Report -	Child may be assigned to detention or disciplined by the loss of recess time or other school privileges.
Third and Subsequent Report -	Child may lose the privilege of riding the bus for a definite period of time.

Should a violation be severe, any one or more of the aforementioned consequences may be imposed, even though it might be the child's first or second report (Refer to Code of Student Conduct).

Kindergarten Busing

In order to assure the safety of Kindergarten students, an adult is required to meet the students at their bus stop. If an adult is not present at the stop, the student will be returned to the school or bus dept, and the parent will be called to provide transportation to and from that location. Alternate arrangements for meeting Kindergarten students at their bus stop may be made with the approval of the Transportation Supervisor through the Transportation Office.

CHILD ABUSE - Refer to NASD Board Policy 806

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

CHILD FIND NOTICE

Chapter 14: Special Education Services and Programs

In compliance with state and federal law, notice is hereby given by Northampton Area School District that the District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following disabilities:

- ❏ Autism
- ❏ Deafness
- ❏ Deaf-Blindness
- ❏ Emotional Disturbance
- ❏ Hearing Impairment
- ❏ Intellectual Disability
- ❏ Multiple Disabilities
- ❏ Orthopedic Impairment

- ❑ Other Health Impairment
- ❑ Specific Learning Disability
- ❑ Speech or Language Impairment
- ❑ Traumatic Brain Injury
- ❑ Visual Impairment (Including Blindness)

If you believe that your school-aged child (age 5 through 21) may be in need of special education or related services, the district offers screening and evaluation to assess the needs of your child. The assessment is offered at no cost to you. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program; including children who are homeless, wards of the state, or highly mobile, including migrant children. Requests for evaluation and screening are to be made to your child's principal or the Director of Special Education.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. A child is considered to have a developmental delay when at least one of the following exists: (i) The child's score, on a developmental assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii)The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you can contact Colonial Intermediate Unit 20 at (610) 252-5550.

Chapter 15: Protected Handicapped Students:

In compliance with state and federal law, the Northampton Area School, District will provide to each protected, disabled student, without discrimination or cost to the student or family, those related aids, service or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be school-aged with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected disabled students" are applicable to all students enrolled (or seeking enrollment) in special education programs.

If you think your child may be in need of services through Chapter 15, contact his/her guidance counselor or building principal.

Confidentiality:

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about

these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the Special Education Office.

CLASSROOM INTERRUPTIONS

In order to provide a good learning environment for our children, classroom interruptions should be limited. Students and/or teachers will not be called to the phone or asked to leave their classrooms unless there is an emergency situation. Students and/or teachers will be notified of telephone messages and will return calls as soon as possible. Conferences with teachers can be arranged by contacting the classroom teacher.

CLASSROOM PARTIES

Classroom parties are not allowed unless the homeroom teacher has planned for them. Classroom parties will be kept to a minimum in order to avoid disruption to the instructional program. Please choose pre-packaged treats appropriate for students - ***homemade snacks are not permitted***. Gum of any type is not allowed. Also, lollipops, candy apples, or other food items on rigid sticks are not recommended since they pose a potential safety concern to the students. Please refer to NASD Board Policy 209.1.

CLASSROOM OBSERVATIONS / VISITATIONS

Interested educators may observe classrooms with one (1) day prior notification, stated purpose, and approval by the building principal.

Professionals needing to observe students as part of the multidisciplinary evaluation/reevaluation process must submit a request on the form provided by the district at least one (1) day prior to the observation. Notification will be made by the principal as to the appropriateness of the visit during the requested time frame.

Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission, evidence/proof of a full list of updated clearances, approval from the Superintendent or his/her designee and a schedule approved by the building principal.

All persons are informed that violation of this policy may result in removal from District property by appropriate district authorities. Members of the public may be charged with trespassing for failure to promptly vacate the property upon proper notice or notification. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

CLUBS – See Individual School Addendum

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies to all students from the time they leave home in the morning until the time they return home in the afternoon. The Student Code of Conduct is also in effect for walkers and students at bus stops and before and after-school activities. Please refer to NASD Board Policy 218.

Homework is not part of the Student Code of Conduct.

Philosophy

Students, parents and staff of the Northampton Area School District believe that order and discipline are essential to an effective educational environment. Everyone in the school community must play an active role in contributing to an orderly and safe school setting that promotes responsibility and mutual respect and maximizes each individual's opportunity to learn.

Harassment

It is the desire of the District to provide an educational environment free from all forms of intimidation, hostility, offensive behavior and discrimination, including sexual harassment. Inappropriate verbal or physical conduct, verbal or written derogatory or discriminatory statements, racial slurs, and sexual remarks or conduct are examples of improper behavior. Such behavior is prohibited and violates policy of the district and will result in disciplinary action. Reference: NASD Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students and NASD Board Policy 249 Harassment/Disorderly Conduct/Criminal Mischief/Criminal Trespass

Disorderly Conduct

Under Pennsylvania criminal law, disorderly conduct is defined in the statute as *intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, and serves no legitimate purpose.*

Examples of behavior that might result in a disorderly conduct charge include fighting, unreasonable noise, obscene language or gestures, or any offensive or hazardous act that "serves no legitimate purpose" in school or at a school-sponsored event. Reference: NASD Board Policy 249 Harassment/Disorderly Conduct/Criminal Mischief/Criminal Trespass

Weapons

Possession of a weapon on school property is a violation of PA School Code and District policy, and is punishable as per Level 2000, Code 2954, of the Student Code of Conduct. Please refer to NASD Board Policy 218.1

Searches

Lockers and desks are school property and subject to search. Students should have no expectation of privacy with regards to lockers, cubicles, and desks. Please refer to NASD Board Policy 226

Behavioral Expectations

Please refer to individual building addendums for the School-Wide Positive Behavior Program (SWPBS) behavior expectations being used in the elementary schools.

Student Behavior Code of Conduct

The Student Behavior Code of Conduct is a living document and may be subject to change/revision. Please refer to the District website (www.nasdschools.org) for any changes adopted during the course of the school year.

The consequences listed after the Code of Conduct are all possible outcomes for students who do not follow the Code of Conduct. These are based on Board Policy and will be used at the discretion of the Administration.

Discipline of Students with Disabilities

The district shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan. Please refer to NASD Board Policy 113.1 for additional information.

Northampton Elementary Schools Privilege Denial

The privilege of participating in school programs and activities is an important part of attending the Northampton Area Elementary Schools. However, disruptive behavior may lead to a loss of these privileges. The privileges denied to students who fail to maintain the level of responsibility expected of them can include (but are not limited to): parties, field trips, and other scheduled programs and events. Privileges may be reinstated at the discretion of the classroom teachers and/or building administrator.

PLEASE NOTE - Students who are suspended out-of-school are not permitted on school grounds and/or not permitted to attend/participate in extra-curricular activities for the duration of the suspension - beginning on the first day of suspension through to the day of reinstatement to school.

NASD Student Code of Conduct

NASD Code	Minor Problem Behavior	Definition	Policy Reference	PIMS Code
1000	Defiance/Disrespect/Non-Compliance (M-Disrespect)	Student engages in brief or low -intensity failure to respond to adult requests.	218	---
1100	Disruption (M-Disruption)	Student engages in low-intensity but inappropriate disruption.	218	---
1200	Dress Code Violation (M-Dress)	Student wears clothing that is near but not within the dress code guidelines defined by the school/district.	221	---
1300	Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.	218	---
1400	Physical Contact/Physical Aggression (M-Contact)	Student engages in non-serious but inappropriate physical contact.	218	---
1500	Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.	815	---
1600	Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).	204	---
1700	Technology Violation (M-Tech)	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	237, 249.1, 815	---

NASD Code	Major Problem Behavior (Not Reportable)	Definition	Policy Reference	PIMS Code
2000	Defiance/Disrespect/Insubordination/ Non-Compliance (Disrespect)	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	218	---
2010	Abusive Language/Inappropriate Language/Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way.	218	---
2015	Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	218	---
2020	Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	221	---
2025	Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.	221	---
2030	Inappropriate Display of Affection (Inapp Affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.		---

2035	Inappropriate Location/Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school).	204	---
2040	Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.		---
2045	Skip Class (Skip)	Student leaves or misses class without permission.	204	---
2050	Truancy (Truan)	Student receives an 'unexcused absence' for 1/2 day or more.	204	---
2055	Tardy (Tardy)	Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school).	204	---
2060	Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	237, 249.1, 815, 816	
2065	Use/Possession of Combustibles (Combust)	Student is in possession of substance/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	218	---
2070	Violation of District Policy Regarding Medication	Student is in violation of the district's policy regarding medication.	210, 227	---

NASD Code	Major Problem Behavior (Reportable)	Definition	Policy Reference	PIMS Code
2100	Physical Contact/Physical Aggression	Student is involved in minor aggressive physical contact with another student.	249	---
2101	Simple Assault on Student	Review PIMS Manual Volume II - Discipline	247, 249	1
2102	Aggravated Assault on Student	Review PIMS Manual Volume II - Discipline	249	2
2103	Simple Assault on Staff	Review PIMS Manual Volume II - Discipline	249	3
2104	Aggravated Assault on Staff	Review PIMS Manual Volume II - Discipline	249	4
2118	Minor Altercation	Review PIMS Manual Volume II - Discipline	249	18
2121	Unlawful Restraint	Review PIMS Manual Volume II - Discipline	249	21
2217	Fighting (Fight)	Students are involved in mutual participation in an incident involving physical violence.	249	17
2324	Robbery	Review PIMS Manual Volume II - Discipline	218, 815	24
2325	Theft and Related Offenses	Review PIMS Manual Volume II - Discipline	218, 815	25
2330	Burglary	Review PIMS Manual Volume II - Discipline	218, 815	30
2337	Failure of Disorderly Persons to Disperse Upon Official Order	Review PIMS Manual Volume II - Discipline	218, 249	37

2338	Disorderly Conduct	Review PIMS Manual Volume II - Discipline		38
2427 2416 2414 2415 2419 2422 2951	Harassment/Bullying/Cyberbullying	Student delivers disrespectful messages * (verbal, gestural, or technological) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. *The NASD conceptualizes bullying as defined by the evidenced based bullying prevention programs: OLWEUS & BP-PBS.* * *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*	249.1, 815, 247, 249,	27 16 14 15 19 22 51
2531	Arson and Related Offenses	Student plans and/or participates in malicious burning of property.	224, 249, 353	31
2632	Institutional Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	218, 224	32
2735	Bomb Threats	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	237, 249, 218.2, 815	35
2947	Possession/Use/Under the Influence of a Controlled Substance	Student is in possession of or using illegal drugs/substances or imitations.	227	47
2948	Sale/Distribution of a Controlled Substance	Student is selling or distributing illegal drugs/substances or imitations.	227	48
2949	Sale/Possession/Use/Under the Influence of Alcohol	Student is in possession of or using alcohol.	227	49
2950	Possession/Use/Sale of Tobacco	Student is in possession of or is using tobacco	222	50
2953	Possession/Use/Sale of Vaping Materials	Student is in possession of or is using vaping materials	222	53
2954	Possession of Weapon	Misconduct - Illegal Possession of a Weapon	218.1	54

NASD Code	Major Problem Behavior (Reportable)	Definition	Policy Reference	PIMS Code
3005	Rape	Review PIMS Manual Volume II - Discipline	103	5
3006	Involuntary Sexual Deviate Intercourse	Review PIMS Manual Volume II - Discipline	103	6
3007	Statutory Sexual Assault	Review PIMS Manual Volume II - Discipline	103	7
3008	Sexual Assault	Review PIMS Manual Volume II - Discipline	103	8
3009	Aggravated Indecent Assault	Review PIMS Manual Volume II - Discipline	103	9
3010	Indecent Assault	Review PIMS Manual Volume II - Discipline	103	10
3011	Indecent Exposure	Review PIMS Manual Volume II - Discipline	103	11
3012	Open Lewdness	Review PIMS Manual Volume II - Discipline	103	12

3013	Obscene and Other Sexual Materials and Performance	Review PIMS Manual Volume II - Discipline	103	13
3020	Kidnapping/Interference with Custody of Child	Review PIMS Manual Volume II - Discipline		20
3023	Recklessly Endangering Another Person	Review PIMS Manual Volume II - Discipline	249	23
3033	Criminal Trespass	Review PIMS Manual Volume II - Discipline	249	33
3034	Rioting	Review PIMS Manual Volume II - Discipline		34
3036	Terroristic Threats (excluding bomb threats)	Review PIMS Manual Volume II - Discipline	218.2	36

NORTHAMPTON AREA SCHOOL DISTRICT – CODE OF CONSEQUENCES

The Northampton Area School District follows a Code of Conduct designed to complement our School-Wide Positive Behavior Program. Over the past years the Code has been a living document. The Department of Education has mandated that certain actions may be "reportable" as School Safety Incidents, which become part of the Safe Schools Report.

The Code of Conduct is divided into three (3) categories: Minor Infractions, Major Infractions - Nonreportable, and Major Infractions - Reportable. These can be differentiated by referring to the Code of Conduct "PIMS Code" column. Infractions with numbers in this column are reportable to the State. Infractions of each category are not listed in any particular order – infractions in the Code of Conduct may result in any consequence(s) listed in that category.

Minor Infractions (Teacher Discretion)

- Warning
- Hall Restriction
- Detention - may include but are not limited to: lunch, before and after school, classroom

Major Infractions - NonReportable (Administrative Discretion)

- Hall Restriction
- Administrative Detention
- 1 - 3 Days In-School Suspension
- 4 - 6 Days In-School Suspension
- 5th Offense in Major-NonReportable moves discipline to Out-of-School Suspension
- All Major Offenses are subject to Administrative review
- All Major Offenses are subject to Police review and possible citation / arrest
- Out-of-School Suspensions notification are by telephone, Sapphire Notification, and mail / hand-delivery

Major Infractions - Reportable (Administrative Discretion)

- Suspension up to 10-days Out-of-School
- Subject to Administrative and Police review, possible citation / arrest, and SAP / D & A referral
- Restitution, if appropriate

- Students suspended Out-of-School are not permitted on school grounds or to attend / participate in extracurricular activities
- The Principal and Assistant Superintendent have the designated authority to refer students to the Superintendent with a recommendation for a hearing before the NASD Board of Directors, which may result in expulsion
- Out-of-School Suspensions notification are by telephone, Sapphire Notification, and mail / hand-delivery

COMMUNICATIONS BETWEEN PARENTS/GUARDIANS AND SCHOOL PERSONNEL

Parent/Guardian Guidelines

1. Communication between parents and school district staff is necessary for effective student learning and is therefore encouraged.
2. Mutual respect between parents and staff is required for effective communication.
3. Parents are encouraged to make their initial contact with the teacher when an issue arises.
4. Parents may communicate with staff members by written note, email, phone, voice-mail, or in person. Phone calls, face-to-face, or virtual meetings will be accommodated during the teacher's scheduled preparation time, team time, or at another agreed upon time. Check with your teacher for his/her availability.
5. Notes or email should be used to convey brief factual information. A major issue should be communicated face-to-face or by phone.
6. Appointments must be made if a parent wishes to meet with his/her child's teacher. The parent is asked to state the purpose of the meeting in advance.
7. Building sign-in procedures must be followed in order to ensure a safe school environment. Depending on the teacher's availability, it may be impossible to accommodate requests for unscheduled meetings.
8. Parents are a vital part of the team that is working toward the success of the student. Discussion and communication should focus on the student's needs and not on the character or personality of the parent or staff member.
9. Use of sarcasm, profanity or harassing statements is not acceptable in professional communication.
10. Teachers will make every attempt to respond to parents within 48-hours. There may be circumstances (such as teacher absence or technical/computer problems) that may extend the teacher's response time.

CURRICULUM REVIEW BY PARENTS/GUARDIANS, AND STUDENTS

Upon request by a parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques following the guidelines outlined in NASD Board Policy 105.1.

CUSTODY ARRANGEMENTS / SCHOOL NOTIFICATION

Legal documentation must be on file with the school for any child whose custody has been assigned to a specific person. Without a court order, the school is unable to intervene in a custodial situation. Contact the school and provide the necessary documentation should the status of your child(ren)'s custody change.

DISTRIBUTION OF PARTY INVITATIONS

Party invitations for private parties may be distributed at school, provided that all students in the class receive an invitation. Phone numbers and addresses of pupils *will not* be given to parents for party invitations or any other purpose. A class roster (names only) may be requested from the classroom teacher. It is the child's responsibility to inform the teacher that he or she has invitations for distribution.

DRESS AND GROOMING

School is a place to learn. The Board of School Directors, administration, and the professional employees of the Northampton Area School District believe that in order to provide for the health, safety, and welfare of the students and maintain an appropriate and positive learning environment, the students shall dress and be groomed in accordance with the Administrative Regulations.

We believe that the appropriate dress and grooming of students positively affect the total school program. We believe a student's dress and grooming should be neat and clean, and not distracting to students, teachers, or the educational process of the school. Parents and students are equally responsible for the dress and grooming of the student.

Due to the vast array of clothing styles available in today's marketplace, it would be impossible to list everything that would be acceptable to wear to school. As a general statement, all clothing must be of appropriate size and fit neatly. The following list identifies the items of dress and grooming that are not acceptable in school during the school day.

1. Hats or any head coverings (e.g., sweatbands, scarves, and bandanas of any kind) unless the student can verify that they are part of his/her established religious beliefs or necessary due to medical circumstances.
2. Undershirts, shirts, tank tops, dresses, or any other apparel that does not cover the shoulders (e.g., a spaghetti strap top is not acceptable without a cover up top).
3. Blouses or shirts that expose the midriff (crop-tops), see-through tops or blouses, revealing tops, or low necklines (tops and bottoms must overlap at all times, including when arms are raised).
4. Any clothing style that exposes undergarments (e.g., oversized pants).
5. Oversized clothing that may be unsafe for the student to wear (e.g., baggy pants that fall below the normal waist area).
6. Clothing that has been torn, cut, or ripped.
7. Spandex, leggings, stirrup pants, or bike shorts, unless worn under an article of clothing that complies with the dress and grooming regulations.
8. Clothing or accessories which display vulgar, obscene, profane, and/or pictures and/or slogans with a double-meaning including those related to sex, weapons, alcohol, tobacco or drugs.
9. Wording or logos on the derriere portion of clothing.
10. Clothing, accessories, and/or insignia related to racism, hate groups, or is offensive to other social groups.
11. Apparel or usage of apparel characteristically associated with gang affiliation (e.g., one pant leg up).
12. Pajamas, loungewear, and underwear (e.g., boxer shorts) worn as outer garments.
13. Slippers, flip-flops/slides, roller sneakers, and bare feet.

14. Hair length or styles, including facial hair, that constitute a health or safety hazard unless the student has been authorized to wear a type of cover approved by the administration.
15. Hair length or styles, including facial hair, that cause disruption to the educational process.
16. Clothing styles or accessories that can be dangerous, damage school property, or be considered a weapon (e.g., studded jewelry or studded clothing of any kind, chains - jewelry and non-jewelry alike - attached or hanging from clothing).
17. All body piercing jewelry is subject to administrative review. Decisions regarding such jewelry will be based on the safety of the student.
18. Shorts, skirts, dresses, or similar types of clothing that are more than 3 inches above the top of the knee.
19. Sunglasses, except with prior administrative permission or medical verification.
20. Outerwear (e.g., coats, scarves, hats, gloves, etc.) must be removed upon entering the school and placed in the students' lockers or placed at his/her desk. In cold weather, the students will be allowed to wear their outer garments as necessary.
21. Clothing and/or insignias that falsely represent military service and/or legal authority uniforms.
22. Jeans or pants may be no longer than the bottom of the heel on the shoe (pants cannot be dragging on the floor).
23. Hooded sweatshirts or hoodies may be worn, however, the hood may not cover the head.

DRUG AND ALCOHOL PREVENTION AND ABUSE

Policy Statement

The Northampton Area Board of Education recognizes that drug abuse is a complex human behavior brought about by many conflict situations, which are encountered by persons of school age. The Board also recognizes that such activities are illegal under laws of the Commonwealth which, as a Board, must be upheld

The Board of Education believes that educating children about the dangers of drug and alcohol abuse is the first step in dealing with one of society's major problems. It, therefore, will continue to emphasize its current program of alerting children in the schools to the effects and consequences of nonmedical usage.

In accordance with Pennsylvania's Drug-Free School legislation, the District is required to share its Drug and Alcohol Prevention Policy with the public; a copy is available at each school office. If you have any questions regarding this policy, please contact the District Office at 610-262-7811.

Preface

This policy, including its rules, regulations, and guidelines, is a coordinated effort by the Northampton Area School District to openly and effectively respond to the potential and current abuses of drugs, alcohol, and mood-altering substances by members of the student population.

Statement of Policy

Through curriculum, classroom activities, District and community support and resources, and rehabilitative and disciplinary procedures, the Northampton Area School District will work to educate, prevent, and intervene abuse of all drug, alcohol, and mood-altering substances by students.

Rules and Regulations

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood-altering substances, or any substance purported to be a restricted substance, will be subjected to discipline pursuant to the provisions and procedures outlined in NASD Board Policy 235 - Students Rights and Responsibilities.

School Guidelines

As an integral part of the Northampton Area School District Drug and Alcohol Prevention Program, these guidelines represent a district-wide effort to respond effectively to drug and mood-altering substances, and alcohol related situations that may occur at school or a school-sponsored activity. The Northampton Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities through the guidelines and disciplinary measures in NASD Board Policy 227 - Controlled Substances / Paraphernalia. The NASD Drug and Alcohol Admin Regulations Chart is found within Board Policy 227.

ELECTRONIC DEVICES NOT PROVIDED BY NASD

Please see NASD Board Policy 237 and NASD Board Policy 815 regarding the use of any electronic devices not issued by the School District during school hours. It is the procedure of the Elementary Schools that all student cellphones and other electronic devices that are brought to school are turned off, and stored in the student's backpack or locker, if applicable, during the course of the school day. Only when permitted by a medical necessity, or by school personnel, should students be in possession of a cellphone or other electronic device during the school day.

The School District is not responsible for any monetary fees incurred during the time the electronic device is in the possession of the District. PA State Law prohibits the carrying of beepers by students in school.

The School District will not be liable to the loss, damage, or misuse of any electronic devices brought to school by a student.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with prior approval of a building principal or designee, or when use is provided for in a student's individualized education program.

Prohibited use of Cellular Devices could lead to the following consequences:

- 1st Offense: Teacher Warning
- 2nd Offense: Teacher Confiscates & sends to office - student pick up at the end of the school day
- 3rd Offense: Office Confiscates - parent pick up

School administrators may impose additional disciplinary sanctions against students for policy violations, including suspensions from school or recommendations for expulsion from school as warranted by the facts and circumstances in a particular case.

Unauthorized Recording

In Pennsylvania, audio/video recording is covered under the Wiretapping and Electronic Surveillance Control Act. From time to time, students may attempt to record school staff without the knowledge that it is taking place. This can be problematic, especially when it may seem that the recording was done secretively and the recording device is intentionally hidden from view. This type of undisclosed tape recording is illegal and may result in a felony charge. School-based consequences and a citation from the Northampton Area School District Police may be administered.

ELEMENTARY STUDENT ASSISTANCE PROGRAM

The Elementary Student Assistance Program (ESAP and/or K-Kids Support Team) is designed to assist school personnel in identifying issues that pose a barrier to a student's learning and school success. These issues include but are not limited to: alcohol, drugs, and other concerns. The ESAP is not a treatment program; it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove barriers to learning. If the problem is beyond the scope of the school, ESAP provides the parent and student with information about services available within the community. Student Assistance Team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

The parents have a right to be involved in the process and have access to all school records under applicable state and federal laws. Parent involvement in all phases of ESAP emphasizes the importance and responsibility in the decision-making process affecting their child's education and is the key to the successful resolution of the problem.

The core of the program is a professional trained team, including school staff and liaisons from community agencies. Team members receive rigorous training and certification from a provider approved by the Commonwealth Departments of Education, Health and Public Welfare. This ensures appropriate compliance with state and federal laws protecting privacy rights of parents and students. The Commonwealth of Pennsylvania under section 1547 of the Pennsylvania School Code, enacted as Act 211, requires the SAP.

EMERGENCY CONTACT INFORMATION

At the beginning of the school year, parents are asked to complete emergency information on their students within the Sapphire Community Portal. This information is kept on file at the school so that parents, relatives, or doctors can be contacted in case of an emergency. It is necessary that the information is accurate and up-to-date. People listed to call in case a parent cannot be contacted should be in the local area and be able to pick up a sick or injured student, if necessary. Any changes in the information should be updated immediately in the Community Portal. If you are unable to access the Community Portal, please contact your child's school.

EMERGENCY SCHOOL CLOSINGS, DELAYS, AND EARLY DISMISSALS

If it is necessary to close school, start late, or have an early dismissal due to inclement weather conditions or other emergencies, announcements will be made over the following local radio and television stations, website and social media:

Northampton Area School District website - www.nasdschools.org

Northampton Area School District Parent Communication Page - https://www.nasdschools.org/page/communications

Television Stations - TV Channel 69 (WFMZ) TV Channel 16

X	FACEBOOK
Superintendent - @NASDschoolsSupt	
Borough - @nasdborough	**Borough -** Northampton Borough Elementary
East Allen - @EastAllenElem	**East Allen -** East Allen Elementary School
George Wolf - @nasdgeorgewolf	**George Wolf -** George Wolf Elementary School
Lehigh - @LehighElemNASD	**Lehigh -** Lehigh Twp Elementary

Such announcements will be made by 6:00 AM or as early, thereafter, as possible. Unscheduled early dismissals, will also be announced whenever possible. Please do not call the school.

Please inform your child of the procedures to follow in the event school is closed for an emergency. On occasion, school may close early because of snow conditions or for some other emergency. Your child should have an alternate place to go in the event you are not at home.

Parent Information System (Mass Communication) through Parent Notification System

The District's Parent Notification System is a communication tool that uses automated calling, electronic mail, and text messaging. The Parent Notification System may be used in the event of emergency, weather delays, early dismissals, student absences, and to communicate pertinent information. Parents may wish to customize the way in which they receive District communications from the Parent Notification System calling system. Please visit the Sapphire Parent Portal and choose your notification preferences. Please be sure to update your contact information within the Sapphire Parent Portal or by calling the school's Main Office of information changes.

Please visit the Parent Resources section on the District website for directions to customize your communication preferences. Please visit www.nasdschools.org

ENROLLMENT OF STUDENTS

Northampton Area School District will enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. To start the student enrollment process please call the school main office. Please refer to NASD Board Policy 200

In accordance with the Board's philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. Please refer to NASD Board Policy 138

NASD

Northampton Area School District
District Administration Office
7250 New Seemsville Road Phone: 610-262-7811
Northampton, PA 18067 Fax: 610-262-1150

TO: District Parents/Guardians
FROM: Mr. Joseph Kovalchik, Superintendent

FERPA and PPRA Notification

School Districts are required by law to provide parents and students notice of their rights under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Attached are notifications of each of these regulations as amended under the No Child Left Behind Act of 2001 (NCLB). Please refer to NASD Board Policy 235.1

If you have any questions, please contact Mr. Joseph Kovalchik, Superintendent, at 610-262-7811, extension 20200.

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the students' education records within 10 days of the day the school received a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school official decides not to amend the record as requested by the parent or eligible student, the school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

5. As required by Federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Northampton Area School District designates the following Directory Information: the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release Directory Information without prior consent. Except for Directory Information, all personally identifiable records directly related to the student shall be kept confidential, unless the parent/guardian signs a consent form releasing such information.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    a. Political affiliations or beliefs of the student or student's family;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileges relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as is required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of -*
    a. Any protected information survey, regardless of funding;
    b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
    c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use -
    a. Protected information surveys or students;
    b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

The Northampton Area School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Northampton Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Northampton Area School District will also directly notify through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Northampton Area School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

FIELD TRIPS

Field trips are usually planned by the classroom teachers. Children will not be allowed to attend a trip unless he or she has submitted a permission slip signed by the parent or guardian. Permission slips will be sent home with the children when a trip is planned. If a child is not permitted to participate in a field trip, he or she is still required to attend school; alternative instructional activities at the school will be provided. All District policies must be followed when attending a school sponsored event. Students may be disciplined for a violation of the Code of Conduct.

GIFTED PROGRAM

In compliance with state regulations, notice is hereby given by the Northampton Area School District that it conducts screening and evaluation activities to locate and identify students within the district who are thought to be mentally gifted and in need of specially designed instruction.

The Gifted Multidisciplinary Evaluation (GMDE) is a process of gathering information that will be used to find out if your child qualifies for gifted education, and, if so, the types of programs and services needed. Part of this process includes an evaluation by a certified school psychologist. You may ask

your school to conduct an evaluation at any time. You may ask for this evaluation by contacting the principal of your child's school.

Following the GMDE, a Gifted Written Report (GWR) is prepared that recommends whether your child is mentally gifted and needs specially designed instruction. Mentally gifted is defined as "outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, if not ordinarily provided in the regular education program. Please refer to NASD Board Policy 114

HEALTH SERVICES

First Aid

All student injuries and/or illnesses that occur during the school day will be treated with the standard "first aid" procedure approved by the school physician and the School Board. The school nurse is not responsible for treating injuries/illnesses that occur outside of the school day. When possible, the school nurse will alert the parents of an illness or injury that has occurred outside of the school day.

Health and Dental Screenings

The following health screenings are conducted as per the Pennsylvania State mandates:

Kindergarten: Height/weight; BMI; near/distant vision; hearing
First Grade: Height/weight; BMI; near/distant vision; convex lens test; color vision; hearing
Second Grade: Height/weight; BMI; near/distant vision; stereo-depth perception; hearing
Third Grade: Height/weight; BMI; near/distant vision; hearing
Fourth Grade: Height/weight; BMI; near/distant vision
Fifth Grade: Height/weight; BMI; near/distant vision
Sixth Grade: Height/weight; BMI; near/distant vision; scoliosis
Seventh Grade: Height/weight; BMI; near/distant vision; hearing; scoliosis
Eighth Grade: Height/weight; BMI; near/distant vision
Ninth Grade: Height/weight; near/distant vision
Tenth Grade: Height/weight; near/distant vision
Eleventh Grade: Height/weight; near/distant vision; hearing
Twelfth Grade: Height/weight; near/distant vision
Special Education: Height/weight; near/distant vision; hearing if indicated

It is the responsibility of the parent/guardian to inform the school nurse in writing at the beginning of the school year to decline the health services and to have the services delivered by the family physician and/or dentist. This request must be declared in writing each school year and must be sent to the school nurse. Proof of private screening must be sent to the school nurse. Parent/Guardian refusal of health services will be noted in the student's health record. Please refer to NASD Board Policy 209

Physical Exams

The Pennsylvania School Health Law requires physical examinations for students upon original entry

into school (K or 1), Grade 6, Grade 11, and upon transfer from another district without evidence of a current physical. The school district recommends that these examinations be done by your private physician since he or she can best evaluate your child's health. If a private physical exam is not submitted to the school nurse, the student will have an opportunity to be examined by the NASD school physician, with written consent from the parent/guardian. Any student who does not comply with this state mandate will risk exclusion from school.

Students who are eligible to participate in the Special Education Olympics Program are required to have a current physical exam on file.

Illness or Injury at School

Minor illnesses or injuries are handled by the teachers or the nurse. In case of serious illness or injury, the parent will be contacted as soon as possible.

If a child becomes ill during school hours and it is necessary that the child be taken home, the parent will be requested to come and transport the child home. This contact will be made even though it may necessitate calling the parent's place of employment. Other persons designated by the parent may be contacted to transport the child, if the parent so desires.

Parents should:

- Not send children to school when they are ill;
- Not send children to school and ask the school nurse to diagnose the problem;
- Keep the school office informed as to any changes in your address, phone number, parents' employment, emergency contact, or medical information. This could be crucial in times of an emergency.

Specific Guidelines

1. It is required that District forms be completed for all long-term prescription medication. Separate consent forms are provided for short-term medications and Tylenol/Advil.
2. All medication must be brought to school by a parent/guardian, and must be in a properly labeled current pharmacy bottle. If medication is over-the-counter, it must be labeled in permanent marker with the student's name and date. NO medication will be administered if it is brought to school in a baggie without a container, or by the student.
3. The supply of medication to be kept at school is as follows:
    a. A single day (1) supply brought in for short-term illness (e.g., antibiotics)
    b. One (1) to four (4) weeks supply for a long-term chronic illness
    c. All medication will be stored in a locked cabinet in the health room. All medication MUST be delivered to school, and picked-up from school, by a parent/guardian. No medication can be sent to school, or home from school, with a student.
4. Self-administration of medication (e.g., inhalers, insulin) by a student will be permitted as per the written request of the physician. Self-administration will be under the supervision of the school nurse or designee.
5. Tylenol (acetaminophen) and Advil (ibuprofen) may be administered for minor discomfort under the standing order of our school physician. A parental consent form must be on file in the student's health record and must be updated annually. The parental consent form can be found in the Sapphire Parent Portal under Student Data Forms - Over the Counter Medication Form.

Only one dose may be administered during the school day and a maximum of three (3) doses may be administered during the school year. If additional doses are required, a form must be completed by the child's physician.

6. Antibiotics and other short-term medications may be administered during school hours if medically necessary. The parent will be required to submit the parental consent form. A specified number of pills in the pharmacy bottle with clear direction on administration is required. Most pharmacies will provide a duplicate bottle for school use. If the antibiotic is to be administered for more than 10 days, the physician's request will then be required as well as the parent's consent. Additional written documentation from the physician may be required for certain short-term medications, depending upon the nature of the prescription.
7. If the student has a medical condition that warrants that he or she carries medication on his or her person (e.g., Epipen or inhaler), this must be specifically stated on the physician's written request.
8. Disciplinary action will be taken against any student in possession of any medication, prescription or non-prescription, on school grounds.

Forms mentioned above can be obtained by visiting the District's website or from your child's school nurse. Please refer to NASD Board Policy 210

Concussions

The Board of Education advocates guidelines and measures that promote high quality, safe care of students participating in athletics who suffer serious injury. As such, Concussion Policy 123.3 has been developed based on legislation from the Commonwealth of Pennsylvania.

For further information, please refer to the NASD Board Policy 123.3 Interscholastic Athletics - Concussion Policy.

Dental Examinations

Dental examinations are required for students upon original entry into school (K-1) and entering Grade 3. The district recommends that these exams be conducted by your family dentist since he or she can best evaluate your child's dental health.

Immunizations

All students are required to be fully immunized according to the Pennsylvania State School Health Law. Any student who does not comply with the immunization requirements will risk exclusion from school. Please visit www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf for more information on which immunizations are required.

Milk Allergies & Food Allergy Management

Occasionally there are children who are medically diagnosed as being allergic to milk. Since milk is a required beverage on our lunch menu, this situation obviously presents a problem for diagnosed youngsters. In order for students to have an alternate beverage on a regular basis, parents must provide a note from a physician, specific to the allergy. This note should be given directly to the child's teacher. We currently offer soy milk or Lactaid as a substitution for children with milk allergies or intolerances. It is important to provide a safe and healthy environment for students with severe or

life-threatening food allergies. The NASD Food Allergy Management policy can be found on the District website. Additional questions can be brought to the school nurse. Please refer to NASD Board Policy 209.1.

Sudden Cardiac Arrest

In 2012, the Pennsylvania Department of Health signed a new bill into law - Act 59 - about Sudden Cardiac Arrest which affects all school students. Act 59 requires that every student and their parent/guardian must read and sign a standard form developed by the Pennsylvania Department of Health. The letter and form are included in the paperwork that your child brought home. Before your child can participate in any physical activity at school, the signed form must be returned.

For further information, please refer to NASD Board Policy 123.2.

Asthma Inhalers and Epinephrine Auto-Injectors - Refer to NASD Board Policy 210.1

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

Diabetes Management - Refer to NASD Board Policy 209.2

An effective program of diabetes management in school is crucial to the immediate safety of students with diabetes, the long-term health of students with diabetes, ensure that students with diabetes are ready to learn and participate fully in school, and minimize the possibility that diabetes-related emergencies will disrupt classroom activities. The NASD Diabetes Management policy can be found on the District website. Additional questions can be brought to the school nurse.

Naloxone - Refer to NASD Board Policy 805.3

Naloxone is a medication indicated for reversal of opioid-related overdose that is the result of consumption or use of one or more opioid-related drugs. As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed to be experiencing an opioid-related overdose. A **Drug overdose event or opioid-related overdose or drug overdose** is an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention. Suspected overdoses should be immediately reported to the nearest District employee. Immunity is afforded if the reporting person made the report in good faith to a law enforcement officer, the 911 system or emergency services personnel and the report was made on the reasonable belief that another person was in need of immediate medical attention and was necessary to prevent death or serious bodily injury due to a drug overdose; the reporting person provided their real name and location and cooperated with the

law enforcement officer, 911 system or emergency services personnel; and the reporting person remained with the person needing immediate medical attention until a law enforcement officer or emergency services personnel arrived. A licensed healthcare professional who, acting in good faith, prescribes or dispenses an opioid antagonist shall not be subject to any criminal or civil liability or any professional disciplinary action for such prescribing or dispensing or any outcomes resulting from the eventual administration of the opioid antagonist. The immunity under paragraph (1) shall not apply to a health professional who acts with intent to harm or with reckless indifference to a substantial risk of harm. A person, law enforcement agency, fire department or fire company under subsection (b)(2) or (c) who, acting in good faith and with reasonable care, administers an opioid antagonist to another person whom the person believes to be suffering an opioid-related drug overdose: Shall be immune from criminal prosecution, sanction under any professional licensing statute and civil liability for such act. Shall not be subject to professional review for such act. Shall not be liable for any civil damages for acts or omissions resulting from such act. Receipt of training and instructional materials that meet the criteria of subsection (a) and the prompt seeking of additional medical assistance shall create a rebuttable presumption that the person acted with reasonable care in administering an opioid antagonist.

HOMEWORK

Philosophy

It is the policy of the Northampton Area School District that homework shall be an integral part of the educational program in Grades K through 12. It is the philosophy of the District that an appropriate and reasonable amount of homework enhances achievement. Homework serves as a vehicle for practice, short or long-term project fulfillment, or an opportunity to prepare for a new lesson. Homework also serves as an opportunity for parents and students to share in the learning process.

Objectives of Homework

Homework is relevant work which is planned, approved, and reviewed by the teacher. Students complete homework outside of the classroom setting without the direct and immediate supervision of the teacher. Homework is an essential part of the total education of the student by providing the opportunity for the student to:

- Practice - Reinforce or master skills already presented in class
- Preparation – Introduce material to be presented in future classes
- Extend/Apply – Provide opportunities to transfer skills or concepts to new situations
- Demonstrate current knowledge/understanding of skills/concepts - Provide teachers a means to formatively assess student progress.

Types of Homework

- Assignments for practice or review of academic skills
- Preparation for upcoming lessons
- Review for tests or exams
- Research activities
- Reading and/or writing assignments

Guidelines

Homework varies according to the grade-level, subject area, and student ability. Suggested time guidelines for the Elementary schools are:

Kindergarten and Grade 1 -	5 to 15 minutes per night
Grades 2 and 3 -	15 to 30 minutes per night
Grades 4 and 5 -	30 to 60 minutes per night

Each student is responsible for completing homework assignments with timelines given by teachers as directed for short-term and long-term assignments. Some additional District guidelines for homework are:

- Homework should be timely, meaningful, and align to the current curriculum concepts.
- Homework may be reviewed or graded for accuracy or completion.
- Homework assignments should be communicated by the teacher.

Other Considerations

The teacher is expected to make professional judgments regarding how much time assignments, especially projects, will take relative to the learning benefit expected by the teacher.

Homework should not require special skills not learned previously, with the exception of PSSA practice. Reasonable accommodations will be given during the school day to students who may not have access to technology or other resources.

The District's homework policy and individual teacher procedures may be modified for students, based on the students' individual need(s). Individual Education Plans (IEP) always supersede the general policy.

Consequences for Missed / Incomplete Homework

The ultimate goal of homework is to improve student achievement, therefore, failure to do so may result in a lack of mastery of skills/concepts. Incomplete homework assignments will be made up during the course of the school day at the discretion of the teacher. A student who fails to complete homework assignments will not receive discipline through the Student Code of Conduct.

Illness Make-Up Work

If a student is absent from school, the teacher will determine what work needs to be completed by the student. This work may be assigned before, during, or after the absence. Students will have a period of time equal to the number of days absent to complete the assigned work (for example - if absent three days, a student has three school days to make up the assigned work).

HOMELESSNESS - MCKINNEY-VENTO

In compliance with the federal McKinney-Vento Homeless Assistance Act, our District is attempting to identify all children within the District that may be experiencing homelessness.

The term “Homeless Children and Youth” is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Living in a shelter, domestic violence shelter, or a transitional home
- Living in a motel, hotel, campground, or vehicle due to lack of alternative adequate accommodations
- Living with relatives or friends due to an economic hardship (doubled up)
- Unaccompanied Youth

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless situation. and adequate nighttime residence.

If you believe your child(ren) may qualify for this service, ***please direct any confidential requests*** *to Mrs. Teles via the email and phone number listed below:*

- ***Nicolette Teles, NASD Homeless Liaison and Supervisor of Grants and Special Programs***
  telesn@nasdschools.org - 610-262-7811 x20384
  NASD - Administration Building
  2014 Laubach Avenue, Northampton, PA 18067

Additional information regarding resources relevant to students experiencing homelessness can be found in the document entitled Student and Parent McKinney-Vento Information and on the District website: https://www.nasdschools.org/page/homeless-youth-information

INSTRUMENTAL / VOCAL MUSIC

Students in Grade 4 and 5 will be given the opportunity to receive instrumental instruction and to become part of a district band and/or orchestra at the elementary level. The instrumental music lesson schedules are determined by the instrumental teachers and are scheduled in conjunction with the classroom teacher.

Students are responsible for bringing their instruments and other materials to school on the assigned days. Instruments that cannot be held on a student’s lap are not permitted on the school buses. Students must comply with all regulations established by the teacher in order to remain in the instrumental music program.

In addition, students in Grades 4 and 5 are eligible to audition for the school Chorus. Chorus rehearsals are scheduled weekly generally during school hours. If students are accepted into the chorus, they are expected to attend all rehearsals and school events that the chorus director schedules.

INTERMEDIATE UNIT SERVICES

The Northampton Area School District is a participating member of the Colonial Intermediate Unit 20. This is a state educational agency that provides a number of special services and programs for pupils in our schools.

Examples of services provided by IU-20 are: vision and hearing therapy, occupational and physical therapy, adaptive Physical Education, as well as special education classes for some exceptional students.

For more information, call or contact:

Colonial Intermediate Unit 20
6 Danforth Drive
Easton, PA 18043-3060
Telephone: 610-252-5550

LIBRARY USE

Students may sign-out books from the Library for a period of one (1) week. Reference books may be signed-out overnight. Lost or damaged books will result in a financial penalty.

LOST OR DAMAGED BOOKS OR EQUIPMENT

The user of District-owned equipment (including books) or technology shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return. Please refer to NASD Board Policy 708

Students who willfully cause damage to school property shall be subject to disciplinary measures and may have to make restitution by paying the cost incurred by the school district for the damage of any equipment lent to a student for educational purposes. Students who damage or deface school property may be prosecuted and punished under law. Please refer to NASD Board Policy 224

If a student is responsible for losing or damaging a book or equipment, he or she will be charged the replacement cost of a new book or equipment. Replacement costs will be entered into the student's Sapphire Community Portal and will remain there as an obligation until graduation from High School, at which time it will either be paid in full or may result in removal of graduation privileges.

LUNCH AND LUNCHROOM INFORMATION - Refer to NASD Board Policy 808

Cafeteria Behavior

The expectations of student behavior in the cafeteria are outlined within each building's SWPBS guidelines.

Students who choose behavior that does not reflect the outlined expectations may be assigned to a period of cafeteria restriction.

Aramark

The Food Services Office (Aramark) for the Northampton Area School District uses a computerized cash register system (POS) in our schools.

What is the POS System? The POS system is a computerized debit system that allows you to pay in advance for meals and a la carte items. The student enters his **P**ersonal **I**dentification **N**umber on a pin pad located near the register. His/her name is displayed on the pin pad and their account information and menu choices will appear on the computer screen. The cashier inputs their selections and the system debits the account. If the student is free or reduced, the system is programmed to read their status and adjust meal pricing. Here are some of the features and benefits of the POS system:

1. When the account is prepaid, you can be sure that your child is only using that money for lunches or other food items served in our cafeteria.
2. Prepaid accounts for all students allow parents to deposit money in their child's account, in any amount, at any time, and not have to be concerned with making sure they have money each morning.
3. Parents may pay, by sending a check or money order to the Aramark office, located at 100 Held Drive, Northampton, PA 18067. Make checks payable to NASD Lunch Fund. Please include your child's full name, school and grade to ensure the money is credited into the correct account.
4. Students may put money into their account every morning, in the cafeteria, before school begins.
5. Advanced payments may also be made online through a secure website called School Cafe. Credit card payments will be accepted at www.schoolcafe.com. This method is fast and easy to use. Please be aware, there is a fee for this service.
6. The prices for meals are as follows: Elementary lunch - $3.00 Reduced meals at all schools are $0.40. Students who receive the free or reduced meal are entered into the system the same way all other meals are handled. No one will know they are receiving the discounted or no price meals. Please contact your school office if you believe your child(ren) may be eligible for free or reduced meals.
7. Lunch lines move faster when meals and a la carte is prepaid, thus providing students extra time to enjoy their lunch period.
8. When a student's account becomes negative, parents will be contacted by either a weekly phone message or an email. Balances may also be checked on the www.schoolcafe.com website. Or, you may call the Aramark office, and speak to Denise at (610) 262-3258 for a current balance of your child's account.
9. An account history may be obtained by calling Denise in the Aramark Office or on the www.schoolcafe.com website.
10. Restrictions and limits may be placed on your child's account by calling the Aramark Office. Restrictions will remain until the parent or guardian lifts them.

Thank you for your anticipated cooperation. We are pleased to offer you this convenient service and will continue to strive to serve you better. Please feel free to call us at (610) 262-3258 or e-mail us at Aramark@nasdschools.org with any questions regarding this system.

Jason Krupa
Food Services Director

Denise Lothian
Administrative Assistant

Aramark - NASD Food Services
100 Held Drive
Northampton, PA 18067
(610) 262-3258 – Phone (610) 262-3705 – Fax
aramark@nasdschools.org – Email

All of the District Elementary schools use a computerized debit system that allows you to pay in advance for meals and for a la carte foods (drinks, ice cream, cookies, etc.). The system works with a twelve (12) key PIN pad that is similar to an automated teller machine (ATM). It will allow your child to enter his/her personal identification number (PIN) to access his/her account. All students purchasing foods in the cafeteria must input their PIN into the system, regardless of their meal status (paid, free, or reduced), or whether they have money on their account. Students should carry their PIN with them until they have it memorized. The PIN keypad is located near the end of the serving line.

All students have an established debit account. Advance payments can be made every morning from 8:45 to 9:00am. After 9:00am, please drop off payment in a sealed envelope. Please include the following information: Child's name, grade, teacher, and amount of deposit.

To prevent fraudulent use of student accounts, we have downloaded a digital image of your child. When the student enters his/her PIN, their name will appear on the PIN display and their picture will appear on the monitor.

A cash debit account is created by making a payment of a certain dollar amount ($5.00, $10.00, $20.00, etc.) to the cafeteria cashier. Checks can also be mailed directly to Aramark, 100 Held Drive, Northampton, PA 18067. Please make all checks payable to NASD Lunch Fund. Remember to indicate the child's name, grade, and school with each check. Deposit may also be made through this secure website: www.schoolcafe.com. Funds are deposited into your child's debit account and are available to your child when purchasing lunch and/or a la carte food items only. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place. If you would like to restrict your child's a la carte purchases, e.g. "Meals Only", or a daily snack limit, please call 610-262-3258 or send your request in writing to the Aramark office.

It is important to note that any restrictions placed on a child's account by a parent/guardian will remain in effect until the parent/guardian lifts them.

Please note that this system is confidential. Every student will enter his or her PIN number regardless of meal status or payment options, thus ensuring your child's privacy. Please remember that all students will be required to enter their PIN whether they are paying cash or have money on their account.

Returned Check

When we receive information from the bank that a check was returned for any reason, your child's account will immediately be debited resulting in a negative balance.

Milk Substitutions

We offer Soy Milk or Lactaid as a substitute for students who have a milk allergy or milk intolerance. A written statement from the student's physician must be submitted to the Aramark office identifying the student's special dietary need.

Free or Reduced-Priced Lunches

Free or reduced-priced lunches are available to those children whose family income qualifies. This is a School Board policy that supports participation in the National School Lunch Program.

Applications for free or reduced-priced lunches should be completed online at www.schoolcafe.com. The link is also available on the District's website under the Food Services section, along with some other information you may find useful. If you are unable to complete the application online, please contact the school office and make arrangements to complete it at the school. If you have received a Notice of Direct Certification for Free Meals, you do not need to complete an application.

Applications for free or reduced-priced lunches should be completed before the start of each new school year, but families may apply any time if a financial need arises. During the time of processing, no child will be denied a lunch on the basis of inability to pay. As a reminder, a new application must be submitted each year regardless of the benefit received last year, or your child will automatically be charged full price after the 30-day grace period has expired. Parents should also notify the school when financial conditions become more favorable and assistance is no longer needed.

Should any application be denied, the parents will be informed in writing of the reason(s). Included in this letter will be the procedure to appeal the decision.

Student Wellness - Refer to NASD Board Policy 246

The Northampton Area School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn.

The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience.

In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. Information about the NASD Wellness Committee can be found on the District website.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES - Refer to NASD Board Policy 824

All adults (district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds) shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students but also precursor grooming and other

boundary-blurring behaviors that can lead to more egregious misconduct. Any behavior that could be construed as a violation of this policy should be reported following our Title IX reporting procedures.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) and SUPPLEMENTAL INSTRUCTION

Multi-Tiered Systems of Support (MTSS) is a prevention framework that organizes tiered interventions to address the needs of individual students. The tiered approach allows for increasing levels of support to improve student academic and behavior outcomes (National Center on Intensive Intervention, https://intensiveintervention.org/).

The MTSS team consists of the parents/guardians, building principal, the classroom teacher, academic specialists, and the guidance counselors. The MTSS framework includes the review of several types of data (local and state assessments, attendance, discipline, etc.) to design an academic and/or behavioral plan to best meet the needs of individual students. Parent/guardian collaboration will be initiated if data demonstrates a lack of student progress.

Targeted math and reading instruction will occur during grade-level tier times for 30 minutes per session, 3-5 times per week. Behavior interventions are typically incorporated into the school day routines. Continuous monitoring of student progress will determine the type and length of intervention the student receives.

Multi-Tiered Systems of Support (MTSS) Tier Descriptions

Tier I - Core Instruction: Tier I instruction is designed for all students in the general education classroom, and is aligned to the PA Core Academic grade level standards using the English language arts resources *Units of Study Phonics*, *Units of Study Writing, and Units of Study Reading, Amplify*. The primary curriculum resource for mathematics is enVisionmath 2.0. All students participate in the Schoolwide Positive Behavior Interventions and Supports (Schoolwide PBIS) framework.

Tier II - Strategic Intervention: Tier II is data-driven, small group instruction designed to support students based on identified areas of need. Tier II supports are provided in addition to core instruction. Student progress is monitored, reviewed, and instruction is adjusted on a regular basis.

Tier III - Intensive Strategic Intervention: Tier III is data-driven, small group instruction designed to support students based on identified areas of need. This level of support is provided for students who need intensive targeted interventions based on the identified areas of need. In addition to core instruction, students are provided more intensive and/or more frequent evidence-based interventions than can occur in Tier I or Tier II. Student progress is monitored, reviewed, and instruction is adjusted on a regular basis

NORTHAMPTON CYBER ACADEMY (NCA)

The Northampton Cyber Academy (NCA) offers a flexible, comprehensive online K-12 education to students residing within the Northampton Area School District. Designed to meet the diverse needs of the student population, the program provides a rigorous, standards-based asynchronous curriculum that is both engaging and accessible. Attendance, daily lessons, and teacher-student communication are all conducted online. For more detailed information on the NCA program, please read the NCA Parent/Student Handbook located on the NASD website.

PROGRESS REPORTS

Student academic progress is reported using a 1-4 rating scale. For more information on standards-based reporting please visit the District website - Standards Based Reporting. Student mid-trimester and trimester progress reports will be available for students in K-5 at the end of the 1st, 2nd and 3rd trimesters. The progress reports will be uploaded to your child's Community Portal account. No paper copies will be sent home with students. If you do not have Community Portal access, please contact your child's school.

PSSA ASSESSMENT

Students in Grades 3 through 8 are assessed using the Pennsylvania System of School Assessment (PSSA) in both English Language Arts (ELA) and mathematics. Students in grades 5 and 8 will also be assessed in science. The PSSA tests are aligned to the Pennsylvania Academic Standards and provide comparative data regarding the academic skills of NASD students and students throughout the state. All scores will be reported to parents and will help in the planning of district curriculum/instructional strategies for student academic success. For more information about the PSSA tests visit our district website or the Pennsylvania Department of Education website.

PROCEDURES CONCERNING SCHOOL PROBLEMS

The School District has established the following procedures for the parent or public to follow when looking for answers to concerns.

If the problem concerns your child or your child's teacher, follow the appropriate steps:

1. Contact your child's teacher and/or guidance counselor.
2. Contact your child's principal.
3. Contact the District Administration Offices (610-262-7811) and ask for the related department (i.e., Transportation, Special Education, Curriculum).
4. Contact the Assistant Superintendent.
5. If all contacts fail to resolve the issue, contact the Superintendent or submit a written appeal to the President of the School Board.

SAFETY DRILLS

Fire drills and safety drills are held periodically throughout the school year. Students are advised to listen carefully to instructions issued by the professional staff. These drills are extremely important and require the assistance and cooperation of students and staff. Students are provided with instruction/direction prior to any safety drills being conducted. Students need to abide by the following procedures during any safety drill:

- No talking
- Proceed to the designated exit or area in a quick and orderly fashion
- Listen for emergency directions
- Stay with your class in the assigned area for the teacher to take roll

- During a school safety drill, students in the hallways or bathrooms should proceed to the nearest populated classroom

SAFE-2-SAY SOMETHING ANONYMOUS REPORTING

Safe-2-Say Something is a life-saving and changing school safety program that teaches students, educators, and administrators how:

- to recognize the signs and signals of individuals who may be at risk of hurting themselves or others.
- to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

The following provides an overview of how the program works and is implemented in schools. Safe-2-Say Something works through 5 easy steps:

1. A tip is submitted via mobile app, website, or by calling the PA-based 24/7 Crisis Center.
2. The tip is then triaged by the Crisis Center to gather enough information to act on it.
3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch.
4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

For more information on Safe-2-Say Something or to submit a tip, or download the app, go to www.safe2saypa.org/.

SAPPHIRE COMMUNITY PORTAL

The Northampton Area School District believes that parents/guardians are a child's first and foremost important teacher. As such, we are continually striving to increase your awareness and access to information regarding your child's education. Sapphire Community Portal is one way to keep the lines of communication open between home and school. The portal allows teachers, parents, and students the opportunity to view grades and other school related information in real-time. For access to the Sapphire Community Portal, please contact your school's Main Office for information on how to receive your log-in and password.

SMOKING (TOBACCO) / VAPING POLICY

To comply with the legislative mandates and to meet the objective to become a tobacco-free school district, it is the policy of the Northampton Area School District that:

1. Students are *not* permitted to possess tobacco at any time in or on:
    a. School buildings, including the field house, gymnasium, etc.
    b. School vehicles, including buses, vans, cars, trucks, etc.
    c. School property (school grounds) owned, leased, or under the control of the Northampton Area School District.

2. School District Employees, volunteers, and members of the public are *not* permitted to smoke, use tobacco or a vape/e-cigarette at any time in or on:
    a. School buildings
    b. School vehicles
    c. School property

Student Penalties for Violation of Smoking (Tobacco) / Vaping Policy

Any student violating the NASD Board Policy 222 on the use of tobacco products (smoke, smokeless, vaping) will be handled according to the Code of Student Conduct Level 2000 (2950, 2953). Please refer to NASD Board Policy 904 for more information on Public Attendance at School Events.

Adult and Non-Student Minor Penalties for Violation of Smoking (Tobacco) / Vaping Policy

Any adult or non-student minor in violation of the Smoking (Tobacco) / Vaping Policy will be subject to a civil fine of not more than fifty-dollars ($50.00), providing the violator has been given notice but has continued his or her use of tobacco.

STUDENT RECORDS

A parent or designated representative will have access to the student's education record after submitting a written request to the building principal. Parents are permitted to inspect and review the records within a reasonable period of time of their request. Please refer to NASD Board Policy 216

SURVEYS - Refer to NASD Board Policy 235.1

The District is committed to protecting student privacy and ensuring that any surveys or collection of personal information, as addressed in the Pupil Rights Amendment (PPRA), follow legal guidelines. Parents/guardians will be notified of any surveys related to marketing, sales, or other distribution purposes, and they have the right to inspect instruments and opt-out of surveys. Written consent is required for surveys that reveal protected information, and parents/guardians will be informed of their right annually, with the option to request access to survey materials.

TITLE VI - TITLE IX - SECTION 504 - ADA - AGE DISCRIMINATION

The Northampton Area School District will not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, gender, disability, age, religion, ancestry, or any other legally protected classification. Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students, Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff, Policy 103.1 - Nondiscrimination - Qualified Students with Disabilities, and Policy 247 - Hazing provide guidance and additional information pertaining to Non-Discrimination of Students. Inquiries should be forwarded to Dr. Michael Alogna - Title IV, Title IX, Section 504 and ADA Compliance Officer.

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry,

national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

If the building principal is the subject of a complaint, the student, third party, or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. NASD Board Policy 103 - Report Form

Inquiries should be forwarded to Dr. Michael Alogna- Title VI, Title IX, Section 504 and ADA Compliance Officer - Northampton Area School District, 2014 Laubach Avenue, Northampton, PA 18067, (610) 262-7811.

THREAT ASSESSMENT - Refer to NASD Board Policy 236.1

Threat Assessment Teams are responsible for "the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others." Threat assessment teams are comprised of administrators, school psychologists, guidance counselors, and special education case managers. Law enforcement personnel may become involved if a particular case warrants their involvement.

A threat assessment process is not designed to develop a profile focused on a set of traits or characteristics but to evaluate, on a case-by-case basis, whether situations, actions, and behaviors could result in a significant risk to the health and safety of individuals within a school community. In addition to an individualized assessment, these determinations must be made based on reasonable judgment relying on the best available objective evidence to determine the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures could mitigate that risk.

It is important to note that the focus of a threat assessment process is to understand the situation and how best to mitigate safety concerns, and it is not the same as a criminal or disciplinary investigative process.

Any student who feels an individual may be a threat to themselves or others should immediately inform school officials by using the Safe2Say reporting mechanism. In addition to notifying the proper authorities, if you have any questions, please contact a school principal or guidance counselor.

TRANSFERS AND WITHDRAWALS

When a withdrawal from school is necessary because of a move from the School District, parents must supply the office with the exact date of withdrawal, their new address, and the name of the school district to be entered. All textbooks and library materials must be returned to the appropriate teachers. If the move is within the District, the office should be notified before the child reports to the new school.

TRESPASSING - Refer to NASD Board Policy 249

HARASSMENT / DISORDERLY CONDUCT / CRIMINAL MISCHIEF / CRIMINAL TRESPASS

Criminal Mischief is the intentional damaging of tangible property of another, endangering a person or property by intentionally or recklessly tampering with tangible property, or intentionally or recklessly causing another to suffer financial loss by deception or threat.

Criminal Trespass is when a person knowingly enters or gains entrance to a building or property without permission, license, or privilege or when a person remains in any place as to which notice against trespass is given.

The District will utilize the Pennsylvania Criminal Code and Criminal Procedures through the local magisterial court systems for infractions of the Northampton Area School District's rules, regulations, or policies when, in the opinion of the principal involved and the Superintendent, this is the most effective procedure to remedy a problem, to correct an unacceptable behavior, or to recover costs incurred as a result of the misbehavior of students, visitors, or others covered by these regulations.

VOLUNTEERING IN SCHOOLS OR AT SCHOOL EVENTS

In 2015, Policy 916 was adopted by the Northampton Area School District in accordance with a new Pennsylvania Law, implementing strict guidelines for non-school employees who are serving as volunteers in school and at school events. The guidelines that correspond with Policy 916 are printed on the next page for your convenience. You may also access these guidelines on the Northampton

Area School District's website under "Community" (https://www.nasdschools.org/page/volunteer-information).

For further assistance, please contact the District Administration Personnel Office.

Volunteering - Building Procedures

The building administrator is ultimately responsible for the strict adherence to NASD Board Policy 916.

Classroom Volunteers - People who have "routine or direct contact with children"

1. Must obtain/complete the following:
    a. Volunteer Registration Form
    b. Copies of Clearances (Act 34, Act 151, Act 114 – if applicable)
    c. TB Test
    d. Confidentiality/FBI Exemption Form
    e. Assure that RAPTOR Swipe is conducted
2. Complete packets ONLY, clearly labeled per individual volunteer and building, are to be sent to the Personnel Office in District Administration for Board approval
    a. New volunteers, with all completed paperwork, will be placed on the agenda for the next upcoming Board meeting
    b. An updated volunteer listing will be sent to all buildings the following day (Tuesday morning after Board meeting)
3. Maintain Listing of Approved Classroom Volunteers as provided by District Administration
    a. All Volunteers will still be checked through the building RAPTOR system
        1. They are to be coded as "Volunteer" on the ID Badge
    b. No one should be helping out or assisting on a regular basis unless they are on the Board-Approved listing

Classroom Visitor or School Helper - One (1) day special visitors and "behind the scenes"

1. Fundraising
2. Counters for Box-Tops
3. Counting Money
4. Etc.
    a. These helpers go through RAPTOR as "Visitors" and are coded as such on the ID Badge

ACCEPTABLE USE OF COMPUTING RESOURCES AND THE INTERNET

NASD Board Policy 815 Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems

SCOPE - With access to computers, computer networks, and people all over the world also comes the availability of materials that may not be considered of educational value in the context of the school setting. Northampton Area School District has taken reasonable precautions to restrict access to controversial materials through the use of blocking or filtering devices. However, on a global

network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may access material that is not consistent with the educational goals of the Northampton Area School District.

PURPOSE - The smooth operation of an information network relies upon the proper conduct of the students and staff who must follow the guidelines. These guidelines are provided so that you are aware of the responsibilities of all NASD computer users. In general, your responsibilities require efficient and ethical use of the computers and network resources subject to all board policies. The signature(s) at the end of this document indicate that the individual has read the terms and conditions and understands their significance and agrees to abide by these terms.

TERMS AND CONDITIONS OF THIS CONTRACT

1. **Privileges.** Inappropriate use of these resources may result in the loss of computer services, disciplinary actions,
   and/or referral to appropriate authorities. The systems administrator may close an account if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend specific user accounts and/or access to resources.

2. **Acceptable Use.** Computer and network use must be in support of education, school business and/or research
   and within the educational goals and objectives of the Northampton Area School District (these may be found in the District document entitled "Northampton Area School District Strategic Plan"). Each user is personally responsible for this provision at all times when using computer and network services.
   a. Sending or requesting any material in violation of any laws of the United States or of any states is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
   b. Commercial activities by for-profit institutions are not acceptable.
   c. Use of product advertisement or political lobbying, including lobbying for student government offices, is prohibited. All board policies apply to computer use.
   d. While using district computers or the Internet no games may be played unless you are explicitly directed to do so by a teacher or other faculty member as part of a learning activity.
   e. Illegal activities of any kind are forbidden.
   f. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
   g. Do not use the network in any way that would disrupt network use by others.

3. **Network Etiquette.** Each account holder is expected to abide by the generally accepted rules of user etiquette.
   These rules include, but are not limited to, the following:
   a. Be polite. Never send, or encourage others to send, abusive messages.
   b. Use appropriate language. Remember that you are a representative of your school and district on a non- private system. You may be alone on a computer, but what you say

and do may be viewed globally. Never use vulgar or inappropriate language.

c. Use electronic communications appropriately. Electronic mail (E-mail) or other forms of electronic communication is not guaranteed to be or implied to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

4. **Vandalism.** Vandalism is defined as any attempt to harm or destroy property of another user or of any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses or other harmful code. Vandalism may result in cancellation of privileges and/or referral to other board policies.

5. **Security.** Security on any computer system is a high priority because there are multiple users. Do not use another individual's account nor log on to the system as the systems administrator. If you identify a security gap or discrepancy, notify the systems administrator or your teacher at once. Do not demonstrate the problem to other users.

6. Do not attempt to disable security programs or attempt to discover passwords to security programs. Attempts to log in to the network or local computer as a system administrator may result in cancellation of user privileges and other disciplinary action as outlined in board policy. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network services including the Internet.

7. **Services.** The Northampton Area School District will make every effort to provide appropriate and dependable services. However, due to various factors we cannot make warranties of any kind whether expressed or implied, for the computing or Internet service it is providing.

8. **Technical Support** - Each NASD student is provided with a school-issued Chromebook. All students are instructed on proper care and handling of the Chromebook by their classroom teachers. If students have technical difficulties they may report the matter to their classroom teacher. Secondary level students may visit the respective technical support rooms for assistance. (MS 137 and HS 1409). Parents/guardians, in partnership with the school district, are responsible for the repair and upkeep of the school-owned Chromebooks. Please see our NASD Shared Maintenance Agreement.

9. The complete policy (NASD Board Policy 815) entitled "Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems" is available in your school office, at the administration center, or online in the board policy manual. If you have questions or need clarification, please contact NASD Technology Services at 610-262-6815.

NASD

Northampton Area School District
District Administration Office
Office of Curriculum and Instruction
7250 New Seemsville Road Phone: 610-262-7811
Northampton, PA 18067 Fax: 610-262-1150

Dear Parents / Guardians:

This school year, NASD students will be asked to use a school issued Chromebook together with online resources in support of classroom learning activities. Examples that students in grades K-12 may use are called Google Workspace for Education and Schoology. Schoology will continue to play a vital role in our schools.

Google Workspace for Education is a set of online tools for communication, collaboration, time-management and document storage. Provided by Google to the District at no cost, these tools include:

- GMail: a full functioning web-based email program (grades 4-12 only)
- Calendar: a customizable calendar and to-do list
- Google Docs, Sheets, Slides, Drawing: a word processing, spreadsheet, presentation, and drawing program that allows multi-user access for document sharing and editing
- Google Drive: online data storage
- Google Keep: notes and reminders Google continues to add new tools to its applications, and the District will evaluate each for the educational potential
- Google Classroom: distribute assignments and facilitates classroom communication

In addition, classroom teachers will continue to utilize Chromebooks and online tools for textbook supplements, presentations, digital storytelling, and various other school projects. Some examples of online education tools used in the District are Savvas Realize, Amplify, Reflex Math, Class Dojo, Book Creator, Code.org, Schoology and many online resources provided by our textbook companies.

All of these tools are housed on the Internet and may be accessed from any Internet-connected computer, any time of day, with a relatively recent web-browser. No special software is required.

Our primary reasons for introducing these tools to students are:

- To provide our students practice using current technology application and tools
- To facilitate digital transfer of work between students and teachers
- To promote collaborative work among students for project creation, peer-editing of documents, and publishing documents for an audience

To help ensure the safety of our students and foster responsible online behavior, teachers and librarians will be reviewing our District's acceptable use policy, lending policy, and Internet safety guidelines when they introduce online tools to students. Using online tools responsibly will be an important part of the learning experience for our students. Parents may wish to review the list of applications used by the District and examine their respective privacy policies and terms for use for our online resources at www.nasdschools.org/webapps.

The student/parent handbook will ask parents and guardians for authorization to use Chromebooks and online tools listed at www.nasdschools.org/webapps in support of learning activities that are aligned to our curricula and lessons. Parents/guardians should check back regularly at www.nasdschools.org/webapps to stay up to date on the latest apps and websites approved for use across the District.

Please contact us or your child's classroom teacher if you have questions about the use of any of our online educational resources.

Sincerely,

Dr. Michelle Schoeneberger
Assistant Superintendent
610-262-7811

Mr. Kurt Paccio
Director of Technology
610-262-6815

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TO: District Parents/Guardians
FROM: Mr. Joseph Kovalchik, Superintendent
Sudden Cardiac Arrest Act

If you have a student-athlete registered to play in our PIAA sports, you may have already received and signed a copy of this form which will be held in the Athletic Department files. Please return this copy to your student's teacher so your student may participate in any school sponsored Club or Sporting Event.

Act 59 of the Pennsylvania Department of Health provides that each year families and coaches will be informed about Sudden Cardiac Arrest. Each year, there are approximately 300,000 cardiac arrests outside of the hospital. Of these, nearly 2,000 occur in people under the age of twenty-five and lead to premature death. Sudden cardiac arrest occurs when the heart stops beating suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs, causing the heart to suddenly stop beating.

Act 59 requires that:

1. Every student athlete and their parent/guardian must read and sign a standard form developed by the Pennsylvania DOH. The form must be returned to the school before participation in any athletic activity. **A new form must be signed and returned to the school each year.**
2. If a student athlete has signs or symptoms of sudden cardiac arrest, they must be removed from play - play means any and all athletic activities - and before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing and the evaluation must be performed by a licensed physician, certified registered nurse practitioner, or cardiologist.
3. Act 59 also requires that coaches undergo mandatory annual training regarding sudden cardiac arrest and the law provides penalties for those coaches who do not comply.
4. Finally, the Act suggests that schools may hold informational meetings regarding sudden cardiac arrest. The meetings can occur before each athletic season and the meetings may include student athletes, parents, coaches, and school officials.

All of our coaches will attend mandatory training. Also, our students registered for PIAA sports have been given copies of this letter. The informational meeting for families is in planning stages with September dates to be announced.

We believe that the provisions of this Act can protect all of our students during time spent in any school activity if staff and parents are fully informed. The attached page is for your reference. Please sign that you have read it and return this acknowledgement to your child's teacher.

Please refer to NASD Board Policy 123.2 for more information, or contact my office at the number above with any questions.