

**North Hills School
District
Elementary Student
Handbook
2018-2019**



NHSD VISION STATEMENT

ROOTED IN OUR PROUD TRADITION OF EXCELLENCE, THE NORTH HILLS SCHOOL DISTRICT WILL BE RECOGNIZED AS ONE OF AMERICA'S GREAT PUBLIC SCHOOL DISTRICTS.

NHSD MISSION STATEMENT

THE MISSION OF THE NORTH HILLS SCHOOL DISTRICT IS TO ENGAGE EACH STUDENT IN A VARIETY OF EDUCATIONAL EXPERIENCES NEEDED TO ACHIEVE MAXIMUM POTENTIAL AS A POSITIVE, CONTRIBUTING MEMBER OF A DIVERSE AND CHANGING SOCIETY.

NORTH HILLS NINE ~ CORE VALUES

DEMONSTRATE GENUINE CARE, CONCERN, AND FONDNESS FOR STUDENTS.

ADOPT A CLIENT-CENTERED FOCUS ~ STUDENTS COME FIRST, FOLLOWED CLOSELY BY THE NEEDS OF THEIR PARENTS.

DEVELOP AND NURTURE HEALTHY, PRODUCTIVE AND COOPERATIVE RELATIONSHIPS WITH COLLEAGUES.

COMMUNICATE REGULARLY AND CLEARLY WITH CLIENTS, THEIR FAMILIES AND THE COMMUNITY.

DEMAND QUALITY ~ HIGH EXPECTATIONS WILL YIELD HIGH ACHIEVEMENT.

CREATE AND CULTIVATE A DISTRICT-WIDE LEARNING COMMUNITY.

BENCHMARK PROGRAMS, SERVICES AND STUDENT RESULTS AGAINST THE BEST.

ENCOURAGE INNOVATION AND RISK-TAKING.

ESTABLISH COMMUNITY AND REGIONAL PARTNERSHIPS.

NORTH HILLS SCHOOL DISTRICT

135 SIXTH AVENUE
PITTSBURGH, PA 15229-1291
412-318-1000

ELEMENTARY SCHOOLS

HIGHCLIFF

156 PEONY AVENUE
PITTSBURGH, PA 15229-1099
PHONE: 412-318-1582
Principal – Mrs. Kristy Bilderback

MCINTYRE

200 MCINTYRE ROAD
PITTSBURGH, PA 15237-4099
PHONE: 412-318-1622
Principal – Mrs. Amy Mathieu

ROSS

90 HOUSTON ROAD
PITTSBURGH, PA 15237
PHONE: 412-318-1542
Principal – Mr. Jason Beall

WEST VIEW

47 CHALFONTE AVENUE
PITTSBURGH, PA 15229-1824
PHONE: 412-318-1502
Principal – Mr. Jesse Simpson

Elementary Assistant Principal (All Buildings) – Mrs. Michelle Spingola

www.nhsd.net

STUDENT/PARENT PLEDGE

IT IS IMPORTANT IN ESTABLISHING A POSITIVE SCHOOL AND HOME PARTNERSHIP THAT THE PARENTS, STAFF AND STUDENTS HAVE A COMMON UNDERSTANDING OF THE RULES AND REGULATIONS OF NORTH HILLS SCHOOL DISTRICT. WE ASK THAT YOU SIGN AND RETURN THIS PLEDGE PAGE AFTER READING THE STATEMENTS BELOW.

I HAVE READ THE ELEMENTARY HANDBOOK AND UNDERSTAND THE POLICIES, PROCEDURES AND PROGRAMS THEREIN. IN ADDITION, I WILL DISCUSS THE POLICIES AND PROCEDURES WITH MY CHILD.

STUDENT'S SIGNATURE

PARENT/GUARDIAN'S SIGNATURE

GRADE:

HOMEROOM:

DATE:

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER BY AUGUST 28, 2018.

EVERY STUDENT MUST RETURN THIS SIGNED PAGE.

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PHILOSOPHY

The school shares the responsibility with the home to promote personal growth, societal responsibility and citizenship. The family assumes the initial responsibility for helping the child develop physically, intellectually, socially, emotionally, and ethically.

The school provides additional opportunities to promote the individual's growth in these five critical areas. Children enter school at various levels of development. The school recognizes these levels of maturation and addresses each situation as it occurs.

In a democratic society, individuals must work with others and share the privileges and responsibilities of citizenship. Therefore, the development of self-discipline and the acceptance of personal responsibility are important goals of education. Students help create an environment in which learning can take place by mastering self-discipline and modeling appropriate behavior in the school and community.

District personnel recognize that good faith, common sense, and reasonableness are necessary for a proper interpretation of this handbook.

PURPOSE

The purpose of the Elementary Handbook is to ensure a safe, healthy, and productive learning environment in our schools so the maximum potential for learning can exist. At the beginning of each school year, a copy of the handbook is given to each student in the District. In addition, the handbook is communicated to elementary students by their principals and teachers. Throughout the school year, the handbook is reviewed with the students when necessary and appropriate.

Creating and maintaining a safe, healthy, and productive learning environment is the responsibility of each of us, whether we are professional educators or parents. The Elementary Handbook will be applied:

- During the instructional hours of the school day on school district property.
- On school district vehicles (owned, rented, leased or contracted).
- At the bus stops.
- At school district events held before, during, or after school that are directly observed and supervised by school district staff.

The staff and administration of the North Hills School District look forward to working with parents.

STUDENT RIGHTS

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and department of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Source: North Hills School District Policy #235

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all students, administration and faculty share a responsibility to develop a climate within the school that promotes wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Be familiar with the Elementary Handbook
- Exhibit good conduct
- Follow rules and regulations
- Be a responsible reporter
- Express ideas and opinions in a respectful and accurate manner
- Complete class work and homework carefully and thoroughly and make up work when absent from school
- Exercise proper care when using school facilities and equipment
- Be on time and prepared for all classes and other school functions
- Dress and groom in a manner that is safe, clean and not disruptive to the educational process

PARENT RESPONSIBILITIES

Parents should teach their children the importance of honesty, respect for law, respect for property, respect for oneself, and respect for the rights of others. When home and school work diligently toward the fulfillment of these obligations, each individual benefits.

Every parent should:

- Be familiar with the Elementary Handbook, and discuss school rules with his/her child
- Assure his/her child's compliance with the handbook
- Collaborate with school personnel for the benefit of the student
- Become involved in his/her child's school life
- Participate in school/community meetings, functions, and projects
- Call to arrange a conference with the teacher to discuss academic concerns
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action

ACADEMICS

REPORTING STUDENT PROGRESS

Parents and students have access to their child's academic progress at all times through the district's online grade reporting system, Power School, which can be accessed from the Parents tab of the NHSD website. All parents have their own assigned login information. Parents are strongly encouraged to utilize this system to monitor their child's academic progress.

Formal reports on student progress are provided at the end of each semester with interim reports to parents/guardians as needed. Additionally, parent-teacher conferences, written communications and phone calls are an integral part of the parent/teacher partnership.

CONFERENCES

Parent-teacher conferences are scheduled throughout the school year. When a concern or question arises at any time of the year, parents are encouraged to contact the child's teacher to arrange an appointment. Urgent messages may be left at the school office.

GRADING SCALE

The following elementary grading scale has been adopted by the North Hills School District School Board:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below	=	E (Failing)

For non-graded subjects, the following terms are used: advanced, proficient, basic, and below basic.

NOTICE TO NON-CUSTODIAL PARENTS

The North Hills School District recognizes that, in certain families, the parents or guardians do not live in the same household. Generally, the District will provide notice to the custodial parent at the address listed as the student's district address in the school student records. A non-custodial parent who desires to receive such notification may apply through the principal's office at the school where the child attends. Further, the District must receive a copy of any custodial order issued related to the child and will notify the custodial parent of a request for information.

If there is an objection to the information being provided, it is the responsibility of the custodial parent to provide documentation, from a court of competent jurisdiction, that the non-custodial parent or guardian is not entitled to some or all of the information requested.

Source: North Hills School District Board Policy #212

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

The Pennsylvania System of School Assessment (PSSA) is an annual administered assessment in Commonwealth classrooms in grades 3 through 8. Pennsylvania adopted more rigorous PA Core Standards in late 2013 and the 2015 PSSA marks the first time the assessment was fully-aligned to the standards. These new, more rigorous standards aim to prepare students for the 21st century work force.

Pennsylvania students are assessed in the following subjects and grade levels: English Language Arts and Math ~ grades 3-8 and Science ~ grades 4 and 8. Individual student scores, provided only to their respective schools and parents, can be used to assist teachers in identifying students who may be in need of additional educational opportunities and to assist school districts for curriculum planning to inform instructional practices.

Pennsylvania's General Performance Level Descriptors

Advanced

The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards.

Proficient

The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards.

Basic

The Basic Level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

Below Basic

The Below Basic Level reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

PROMOTION AND RETENTION

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.

Source: North Hills School District Board Policy # 215.

ATTENDANCE

Purpose

The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The interaction of students with one another in the classroom and their participation in planned learning activities under the supervision of the school personnel are vital to the learning process.

ATTENDANCE PROCEDURES

Authority

Attendance shall be required of all students enrolled in District schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

General Procedures Relating to Student Absence

Definitions

1. Absence is defined as nonattendance in school, an individual class or combination of both situations.
2. Unlawful Absence is defined as unexcused absence under school policies or Pennsylvania State Code. The district may file truancy charges with the local magistrate for students deemed unlawfully absent from school.
3. Truancy is defined as the occurrence of a child subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year. The district may file truancy charges with the local magistrate for students deemed truant from school.
4. Habitual Truancy is defined as the occurrence of a child subject to compulsory school laws having six (6) or more school days of unexcused absence during the current school year. The district may file truancy charges with the local magistrate for students deemed truant from school.

Types of Absences

For purposes of this policy, there are two (2) types of student absences.

Excused – Absences for clearly established mental, physical, or other urgent reasons such as, bereavement, religious holidays or court appearances. The determination as to what constitutes an “urgent reason” under this policy shall be made by the building administrator.

In the case of excused absences, the student will be expected to make up any assignments or tests that have been missed and, for this purpose, will be granted a period of time equal to the length of the absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips with prior approval of the Superintendent or designee
- School District sponsored educational tours and trips
- Impassable roads
- College Visits or Military Recruiting Trips with prior approval of the Superintendent or designee
- Religious holiday
- Religious instruction for up to a total of thirty-six (36) hours per school year with prior approval of the Superintendent or designee
- Participation in Statewide or Countywide 4-H and/or FFA Project with prior approval of the Superintendent or designee

The Superintendent or designee may recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and family emergencies, and other urgent reasons.

Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Unexcused – Any reason not listed in the legal excuse grouping as defined by Pennsylvania School Code of 1949 or as defined above as excused absence.

The Superintendent or designee may determine unexcused absences as unlawful and report to appropriate authority's infractions of the law regarding the attendance of students below the age of seventeen (17). The building principal shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

As a general procedure, students with unexcused absences may not be permitted to make up assignments or tests missed during the period of absence. The building administrator may permit the make-up of work or tests, depending upon the circumstances of each case and the attendance history of the child.

Absentee Management

Cumulative Absence Management

A maximum of ten (10) cumulative absences verified by parental notification may be permitted during the school year. After three (3) or more consecutive school days absence, the school administrator may request that the parent/student provide a doctor's certification of the absence. Such certification must indicate that the student was seen by the physician, the date of the visit, and when the student was cleared to return to school. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Failure to comply with providing medical documentation may result in the absence being deemed unlawful and may result in district filing truancy charges with the local magistrate.

As student attendance is critical to academic success, students shall not accumulate more than nine (9) absences in a semester, and no more than eighteen (18) absences during year. The Superintendent or designee shall be responsible for making direct personal contact with the parent(s)/guardian(s) of any student who has a record of excessive absenteeism, unexcused and/or unlawful absences.

The building principals shall develop a school attendance improvement plan for students with excessive absences in cooperation with the student and their parent/guardian. Students that exceed nine (9) absences (excused and unexcused) from a semester class or eighteen (18) absences (excused and unexcused) from a year-long class may be retained at grade level for the following school year or forfeit credits earned for the current school semester and/or school year, due to excessive absences.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

Educational Tours and Trips

The Superintendent or designee may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the District if the following conditions are met:

- Unless unusual circumstances exist, the parent/guardian will submit a written request by means of the District's Educational Trip Request Form, for excusal two (2) weeks prior to the date of the trip.
- The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee.
- Students shall be granted the privilege of making up work missed by excused absence. However, the responsibility for making up the work lies entirely with the student. Arrangements shall be made with the teachers as to the work which will be missed.

Absences as a result of educational trips will accrue towards a student's total number of absences in a given school year. The Superintendent or designee may deny requests or limit the duration of tours or trips for which excused absences for the student would exceed nine (9) absences in a semester or eighteen (18) absences in a school year.

In determining whether a student may be excused from school attendance in order to participate in major music trips, major athletic trips (see Athletic Manual), field trips, and college visitation trips, the building administrator may give consideration to the student's record of unexcused/unlawful absences and the student's cumulative excused absences for the school year in question. Prior excessive absences may limit participation in school-sponsored trips and activities.

PA School Code Exceptions

The Superintendent or designee shall accept the following as exception to the requirements of this policy.

- On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the District schools shall be counted as being in part-time attendance in this District.
- Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
- Students fourteen (14), fifteen (15), and sixteen (16) years of age, who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
- Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
- Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent/ designee, when the excusal does not interfere with the student's regular program of studies.
- Homebound children unable to attend school on the recommendation of a physician or a psychiatrist.
- Students enrolled in special schools conducted by the Intermediate Unit or the Department of Education.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the attendance of students which:

- Ensure a school session that conforms with requirements of state regulations.
- Govern the keeping of attendance records in accordance with state statutes.
- Distribute annually to staff, students, and parents/guardians board policies and school rules and regulations governing student attendance, absences and excusals.
- Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
- Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
- Ensure that students legally absent have an opportunity to make up work.
- Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Attendance procedures shall be disseminated in student handbooks.

The District shall not discriminate against any student regarding attendance in school on the basis of race, color, religion, creed, ancestry, age, gender, national origin, sexual orientation, handicap/disability, or the use of a guide or support animal because of blindness or deafness of the user.

TRUANCY

New truancy legislation passed into law on Thursday, November 3, 2016

Purpose of the new law

The law expressly states that its purpose is to improve school attendance and deter truancy through a “comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions” that:

- Preserve the unity of the family whenever possible.
- Avoid the loss of housing, the possible entry of a child to foster care, and other unintended consequences of disruption of an intact family unit.
- Confine a parent or guardian of a child who is habitually truant only as a last resort.

Definition of “truancy”

The new law defines “truancy” as “three (3) or more school days of unexcused absence during the current school year by a child subject to [the] compulsory school attendance [law].”

Definition of “habitually truant”

The new law defines “habitual truancy” as “six (6) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law].”

Procedure when child is truant. The new law creates two distinct “procedural” sections:

1. procedures schools must follow when a child is “truant” and
2. procedures schools must follow when a child is “habitually truant”

The law expressly requires schools to notify parents or guardians in writing within ten (10) school days of the child’s third unexcused absence that the child has been “**truant**” This notice:

- Must include a description of the consequences if the child becomes “habitually truant.”
- Must be in the mode and language of communication preferred by the parent; and
- May include the offer of an attendance improvement conference.

NOTE: If the child continues to incur additional absences after this notice has issued, the school must offer student attendance improvement conference.

Procedure when child is habitually truant. The procedure schools must follow when a child is habitually truant depends on whether the child is fifteen (15) years of age or older.

Under fifteen (15) years of age. The school must refer the child to either:

1. a school-based or community-based attendance improvement program; or
2. the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act.

Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

Fifteen (15) years of age and older. The school must either:

1. refer the child to a school-based or community-based attendance improvement program; or
2. file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

NOTE: In all cases, regardless of age, where a school refers a habitually truant child to a magisterial district court or CYS, the school must provide verification that it convened and held a student attendance improvement conference.

Mandatory attendance improvement conferences before court referral. Under the new law, schools must make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The school must hold the conference even if the parent declines to participate or fails to attend. There is no legal requirement for either the child or parent to attend an attendance improvement conference. The school must document the outcome of any attendance improvement conference in a written attendance improvement plan. Schools may not take further legal action to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

Students cannot be disciplined for truant behavior in a way that excludes them from the regular education classroom. Under the new law, schools cannot expel, suspend, transfer, or reassign a child to a disciplinary placement such as Alternative Education for Disruptive Youth (AEDY) for truant behavior. This means that part of the Pennsylvania's law providing for assignments to AEDY programs is no longer valid as it relates to assignments to AEDY for "habitual truancy." See 24 P.S. § 19-1901-C(5)(vii).

Discretion for judges. The new law provides local judges with considerable discretion to impose appropriate penalties in individual cases. For instance, judges now have discretion on whether to forward a student's conviction for truancy to the Department of Transportation (DOT) for automatic license suspension.

Increased fines up to \$750. The new law significantly increases the amount of money a judge may fine a student or parent for habitual truancy. The law states that a person convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any and all subsequent offenses.**
**Importantly, the new law defines "offense" as "each citation filed under Section 1333.1 for a violation of the requirement for compulsory school attendance . . . regardless of the number of unexcused absences averred in the citation."

Jail reduced to three days. The new law reduces jail time from five days to three days and adds additional safeguards to ensure that poor families are not jailed for their inability to pay. A judge may jail a parent only if (1) the court makes specific findings that the parent had the ability to pay the fine or complete the community-service and (2) the court finds that parent's non-compliance was willful.

Referral to CYS for second conviction in three years. If a parent or student is convicted a second time for habitual truancy within three years, the court must refer the child to CYS for services or possible disposition as a dependent child under the Juvenile Act.

Restoration of driving privileges. A student whose license has been suspended for truancy may seek to have his or her eligibility restored by providing DOT with a form that indicates that (1) the child has attended school for a period of at least two months after the first conviction or four months after the second conviction without an unexcused absence or tardy; (2) is subject to exception to the compulsory school attendance law; or (3) has graduated from school.

Occupational Limited License. Youth who have been convicted of violating the compulsory school attendance law and had their licenses suspended may nonetheless apply for an occupational limited license pursuant to 75 Pa.C.S. § 1553, to get to and from work or school.

Expungement of truancy conviction. A child who has been convicted of habitual truancy may apply for an expungement of that record. The court must grant a child's application if: (1) the child has earned a high school diploma, a Commonwealth secondary diploma, or another PDE-approved equivalent, or is subject to an exception to compulsory school attendance and (2) the child has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs. If a court grants an expungement application, the court must also order DOT to expunge all administrative records related to the convictions.

CHILD WATCH

When it is necessary for a student to be absent from school, parents/guardians must call the school *Child Watch* before the start of the school day. A call should be made each day a student is absent. Parents/guardians may call *Child Watch* any time prior to the beginning of the school day since the message will be recorded. If this notification has not been received before the beginning of the school day, the parent/guardian listed in the permanent record will be contacted to verify the absence.

MAKE-UP WORK

In the case of excused absences, the student will be expected to make up any assignments or tests that have been missed, and for this purpose, will be granted a period of time equal to the length of the absence. As a general procedure, students with unexcused absences will not be permitted to make up assignments or tests missed during the period of absence. The building administrator may permit make-up of work or tests, depending upon the circumstances of each case and the attendance history of the child.

TARDY TO SCHOOL

McIntyre and Ross: Students who arrive after 9:15 a.m. will be marked tardy. A student who arrives at school after 12:00 p.m. will be marked absent for the morning session. Students who arrive tardy to school must be signed in by a parent/guardian in the school office.

Highcliff and West View: Students who arrive after 8:30 a.m. will be marked tardy. A student who arrives at school after 11:15 a.m. will be marked absent for the morning session. Students who arrive tardy to school must be signed in by a parent/guardian in the school office.

EARLY DISMISSAL FROM SCHOOL

A written request for early dismissal must be made and signed by the parent/guardian. Parents must report to the office and show photo identification to sign out students with an early dismissal. Office personnel will send for the student. If it is necessary for a child to leave school for health reasons, the nurse or school office personnel will make arrangements with the parent/guardian or person designated on the **Student Emergency Card**.

STUDENT PARTICIPATION IN ACTIVITIES

Students **MUST** be in attendance in order to participate in a school sponsored activity or event or attend a school sponsored function. Students who are declared absent from school will not be permitted to attend a school function and will be declared ineligible to participate in an athletic contest, in accordance with applicable activity department procedures.

TAKE YOUR CHILD TO WORK DAY

The North Hills School District recognizes that *Take Your Child to Work Day* is a special event for many parents and children. Families are highly encouraged to use one of the many days throughout the year that school is not in session to enjoy this valuable learning opportunity.

Source: North Hills School District Board Policy #204

SCHOOL DAY

The start and dismissal times schedule for elementary students are as follows:

Highcliff Elementary	8:30 a.m. to 3:00 p.m.
McIntyre Elementary	9:15 a.m. to 3:45 p.m.
Ross Elementary	9:15 a.m. to 3:45 p.m.
West View Elementary	8:30 a.m. to 3:00 p.m.

SCHOOL DELAY/CANCELLATION

School days canceled due to inclement weather can be rescheduled as make-up days. On days when a delay is called, the following time schedule will be used:

West View and Highcliff	10:30 a.m. to 3:00 p.m.
Ross and McIntyre	11:15 a.m. to 3:45 p.m.

On days with 2-hour delays, the Morning Care Program is cancelled.

In the event of hazardous road conditions, extreme temperatures or other emergency situations, schools may be cancelled or delayed. Information will be available from the following sources:

- **District website** - (www.nhsd.net) Information regarding delay schedules/cancellations is posted prominently on the district's website. Information is available here before anywhere else.
- **E-link** - Email notification is sent to all E-link subscribers. Individuals can subscribe using multiple email addresses (home, work, etc.)
- **Automated Phone and Text Message System** - Automated phone calls and text messages between 5 and 6 a.m. If you would like added to or removed from the call/text list, please contact your child's school building and have the following information ready:
 - Student's Name
 - School
 - Number you would like to be added or deleted (Please be aware that a cell phone number must be listed on your student's account and noted as a cell phone number to receive text messages).
- **App** - A push notification is sent to all devices who have downloaded the district's app and opted in for push notifications.
- **Facebook** - A status update is added to the district's Facebook page.
- **Twitter** - A tweet is sent to all @north_hills subscribers.

In addition, the district notifies the three local television news stations (KDKA, WTAE, WPXI) of all delays and cancellations. However, please understand that the district does not control how quickly information is updated on-air.

REGULATIONS

The North Hills School District recognizes that it is impossible to express all of the behaviors and consequences that might occur during the course of the regular school year. When appropriate, other District publications such as Student Handbooks, District Procedures and Board Policy will serve to clarify this District Discipline Policy. Student Rights and Responsibilities as identified in Title 22, Chapter 12 of the Pennsylvania School Code may be made upon request.

AUTHORITY AND RESPONSIBILITY

The District has the authority to make necessary rules governing the conduct of students. The goal is to develop positive, constructive student behaviors. Discipline is administered to modify inappropriate behavior. The Administration will implement policies and enforce rules, regulations, and procedures set forth by the Board of Education. The line of authority in dealing with discipline rests first with the teaching staff, and the building principal. If resolution is not reached at the building level, referrals should be made to the Assistant Superintendent, Superintendent and, finally, to the Board of Education.

The discipline policy can become more effective with support and cooperation of the staff, parents, and students. All students have a right to an education and a responsibility to respect the rights of their peers and the regulations of the school. Additionally, students have a responsibility to regularly attend school, make a conscientious effort in classroom work, and conform to all school rules and regulations. Most of all students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

It is the responsibility of each student to respect the rights of teachers, administrators, students, and all others who are involved in the educational process. It is the responsibility of students to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them or be prepared to face appropriate consequences for rule infractions.

ADVERTISING/COMMERCIALISM

Advertisers and other commercial interests are increasingly interested in promoting projects or programs with the North Hills School District.

While such projects or programs may be beneficial to both parties, the paramount concern of the North Hills School District is and must remain the educational, emotional, and intellectual development of its students. Students must be protected from possible exploitation in considering requests that they be involved in advertising, promoting, or distributing advertisement flyers of any non-school agency or organization.

Pending district approval, schools may cooperate in furthering the work of any nonprofit community-wide non-school agency or organization provided that it does not interfere with the educational program of the schools.

Source: North Hills School District Board Policy # 232.

BOMB THREATS

Bomb threats will lead to an automatic suspension with further disciplinary action to be determined. The administration will recommend students to the School Board for a formal hearing and subsequent disciplinary action.

BULLYING

The North Hills School District strives to provide a safe, positive learning climate for students in the schools of the district. The Board recognizes that bullying and intimidation have a negative effect on school climate that students who are intimidated and fearful cannot give their education the single-minded attention they need for success and that bullying can lead to more serious violence. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and harassment, in any form, are not tolerated. The North Hills School District will fully comply with all legal mandates and enforce investigations regarding cyber bullying. Bullying is a pattern of abuse over time and means any intentional written, verbal, or physical act, when the act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidation or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Source: North Hills School District Policy #241

BUS SAFETY

All school district rules and policies are in effect on district provided transportation. In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous, cooperative and maintain proper conduct. When students walk along a road to a bus stop, they should walk on the side facing traffic. Students should wait for the bus to come to a complete stop before boarding or departing the bus.

Students will be assigned seating areas during the first weeks of school and are required to sit in them for the duration of the school year, unless otherwise assigned by administration. Students must remain seated while the bus is in motion. Students are not permitted to put hands, arms, or heads out of bus windows. Students are not to damage or deface anything on the bus, nor are they permitted to throw anything out of the windows. Restitution for damages is the responsibility of the student and parents.

For the safety and well-being of students, cameras with video and audio recording capabilities are installed on all district buses. The audio and video recordings may be utilized by school administration to assist in the investigation of reported safety concerns, disciplinary incidents or any other issues administration deems necessary.

Emergency doors are to be used only in an emergency and not in the ordinary exit from the bus. Eating, drinking, smoking, drug usage, and use of abusive language are strictly forbidden on the bus. Pushing, shoving, and any other unnecessary roughness will not be tolerated. When departing from the bus to cross the road, students are required to cross in front of the bus and to be alert to traffic coming in either direction along the highway. The bus driver is responsible for the bus and the safety of its occupants. The driver's directions shall be followed at all times. Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring serious or repeated infractions to the attention of the building principal. Transportation and safety should be everyone's concern. Serious and/or persistent violations of transportation rules and lack of consideration for others on the bus could lead to disciplinary action, which could include suspension/ expulsion from bus privileges. *Any inappropriate behavior on the bus will be subject to the progressive discipline procedure as stated in the Handbook.*

On a daily basis students are only permitted to ride their assigned bus. Requests to ride a different bus will not be granted for a one-time basis. Parents requesting consistent special accommodations must contact the transportation office, (412) 318-1024, for approval.

It is important to know that at the end of the school day; the expectation is for a parent to meet his/her kindergartner at the bus stop or to have an older student accompany the child from the bus. If a parent or older student is not available, the kindergartner will need to remain on the bus until the parent is contacted.

CAFETERIA RULES

Students are expected to follow cafeteria expectations.

1. Select one seat at your assigned table and remain there for the lunch period.
2. Raise your hand to ask for assistance.
3. Talk only with those who are near.
4. Leave the cafeteria only with staff permission and a pass.
5. Clean your area before leaving the cafeteria.
6. Touch your own food only; no trading.
7. Respect all adults and students in the cafeteria.
8. Do not cut or allow others to cut in line.
9. Eat only while seated in the cafeteria.
10. Opened food items cannot be taken from the cafeteria.

CARE OF SCHOOL PROPERTY

The Board believes that the schools should help students learn to respect property and to develop feelings of pride in community institutions.

The Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property also may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions and shall be required to make restitution in an amount equal to the cost of repair/replacement of the school property that they damaged.

Some general guidelines are:

- Place all wastepaper and refuse in the proper receptacles.
- Drinking fountains should be kept clear of debris.
- Observe laws of sanitation and hygiene throughout the building and especially in the restrooms. Flush commodes and urinals after use.
- Do not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint or any other instrument. This will be considered as defacing school property.
- Windows and drapes will be regulated by teachers only.
- Do not tamper with fire alarms, fire extinguishers or any electrical systems.
- Skateboarding is not permitted on school property at any time.
- Throwing snowballs on school grounds is prohibited and disciplinary action will result.

Source: North Hills School District Policy #224

CHANGING DISMISSAL PROCEDURES

If your child will be picked up at the end of the day, a signed note must be sent to school in the morning indicating who will pick up your child. In the case of an emergency, please call the school office as soon as possible so the appropriate staff members can be informed of the change. Changes made late in the afternoon will be difficult to communicate efficiently.

Because children do not always remember or adequately communicate their involvement in after- school programs, a note from parents/guardians is needed each day that a student is staying after school to participate in a program. For example, if your child will be staying on a particular day for any after- school activity, a note must be sent to school that morning. The note will be kept by the classroom teacher as a reminder for the end of the day.

In addition, if teachers are absent, the note will allow substitutes to have the correct information for your child at their fingertips.

We are pleased to be able to provide the use of our school to so many outside organizations for the benefit of our students - it is our goal to maintain the safety of students while providing after-school opportunities. Thank you for your assistance in meeting this goal!

CLARIFICATION

The North Hills School District recognizes that it is impossible to express all the behaviors and consequences that might occur during the course of the regular school year. When appropriate, other District publications such as Student Handbooks and the Board Policy will serve to clarify the District Code of Conduct. Student Rights and Responsibilities as identified in Title 22, Chapter 12 of the Pennsylvania School Code may be made available upon request.

DISTRICT (SAFE SCHOOLS) PROGRESSIVE DISCIPLINE PROCEDURE

The North Hills School District recognizes the importance of establishing clear policies and consistent disciplinary consequences for violations of District rules. It allows the North Hills community to build and maintain a positive, safe, and trusting environment in which our students can learn. Students are expected to act as mature, responsible, and considerate citizens, treating each other with dignity and respect.

The District uses a progressive discipline approach in dealing with misbehavior. The District intends to plan a program of behavior and consequences that begin with teacher reprimand and progresses through a number of consequences that may ultimately lead to permanent expulsion from school.

It is understood that behaviors are developmental in nature, some infractions are more serious than others, and repeated infractions may warrant stricter consequences. In some cases, the development of an individualized behavior plan may be appropriate. In all cases consequences are subject to parameters of state and federal law.

If a student violates any policy set forth by the North Hills Board of School Directors, the student will be subject to an appropriate form of discipline. The teacher or principal is to follow the regulations outlined in the appendix of the Handbook. Multiple or repeated infractions will result in the higher level of consequences and/or a different combination of consequences. The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy.

The lines of authority with discipline rest first with the teaching staff and the building principals. If resolution is not reached at the building level, referrals should be made to the Assistant Superintendent, Superintendent, and finally, to the Board of Directors. The District also recognizes this, or any discipline policy, cannot be effective without the full cooperation of the entire staff, parents, and the students of the School District. In all cases, the administration retains the right to use its discretion in evaluating cases; and a student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered when appropriate.

Off campus incidents impacting the educational environment and behaviors that impact, effect, or endanger the health, safety, and well-being of students and/or staff of the school district will be addressed by the administration and disciplinary actions may result. Examples of such conduct include, but are not limited to: illegal activity, threats of, alcohol use, fighting, hazing, drug possession, or sales, firearm possession, violent offenses, robbery, burglary, arson, sexual assault.

Source: North Hills School District Board Policy # 224, 225, and 231.

DRESS CODE

A student's manner of dress or hair style is the responsibility of the student and his/her parents or guardians.

The Board authorizes the Superintendent to enforce school regulation prohibiting student dress or grooming practice that present a hazard to the health or safety of the student or to others in the school; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

We recognize that clothes for students frequently depend on style, weather and taste. A student's clothing should be appropriate for school and the clothing must meet the school's standards of safety, decency, and health and must not be overly distracting or immodest.

It is the responsibility of the school to stress decency, cleanliness, and appropriateness of dress for school; therefore, it remains the final decision of the administration in cases of questionable attire.

- Shoes or sandals must be worn at all times. No slippers or bare feet are permitted. On certain special occasions, such as a class/school reward or theme day, slippers may be worn in the classroom, but must shoes must be worn in other school areas including the cafeteria, gymnasium, auditorium, and playground.
- Hats: Headgear is not permitted unless it is worn for religious reasons. This includes hats, headscarves, bandanas, sweat bands worn on any part of the body. On specified special occasions or theme days hats may be worn.
- Shirts: Appropriate clothing covering the upper body must be worn at all times. Students' shirts must NOT expose the midriff at any time. This includes standing, sitting, reaching, or bending over. No tank tops are permitted. Shoulders must be covered at all times.
- Jackets and coats: Not permitted to be worn during the instructional day. However, they may be worn outside for recess. They must be removed upon entrance into the classroom of destination.
- Shorts, skirts, and dresses should not be exceedingly short or revealing and must be long enough to conceal undergarments at all times. This includes standing, sitting, reaching, or bending over.
- Pants: Pants should not have holes above the mid-thigh. Students' underwear must not be visible through or above their pants.

Clothing not permitted:

Anything listed as impermissible above

Boxer shorts worn as outer clothing

Clothing advertising criminals or criminal acts

Pants with long hanging chains

Spaghetti strap tops

Clothing with explicit messages

Source: North Hills School District #221

FIREARMS/WEAPONS

The North Hills School District shall expel a student who brings a weapon to school, to a school-sponsored activity, or onto any public conveyance providing transportation to a school or school-sponsored activity. The expulsion shall be accomplished pursuant to applicable regulations in 22 PA Code, Chapters 12 and 14. The Superintendent may recommend to the Board discipline short of expulsion on a case-by-case basis. Even though expelled, students of compulsory school age must be provided an educational program. In addition, the Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act.

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

Violations of this policy will result in a minimum of ten days out-of-school suspension with an informal hearing with parent to be scheduled within the first five days; citation from local police or magistrate. Maximum punishment is expulsion by Board hearing.

Source: North Hills School District Policy #219

HARASSMENT AND/OR CYBER HARASSMENT

A student who engages in harassment and/or cyber harassment presents a danger to the safety and welfare of other district students, staff, and the community. Students who engage in such acts as defined by Board Policy #210 shall be subject to in-school suspension, out-of-school suspension and/or expulsion with an informal hearing and may be subject to disorderly conduct charges.

HAZING

The North Hills School District strives to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization.

Source: North Hills School District Policy #234

LOCKER REGULATIONS

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage. All lockers are and shall remain the property of the school district. Each student is responsible for the contents of his/her locker. North Hills School District does not assume responsibility for the loss or theft of items stored in lockers.

The Board reserves the right to authorize its employees to inspect a school district's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. *Source: (Title 22, sec 12.14)*

School officials are authorized to conduct fact-finding as it relates to the alleged violation of school policy. Student's personal possessions and/or motor vehicle parked on school property may be searched when there is a reasonable suspicion that the student is violating Board policy or school rules or poses a threat to the health, safety or welfare of themselves or the school population.

Prior to opening of a school district locker, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning. (Title 22 Sec 12.14)

Search conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units or any device used to protect the health, safety and welfare of the school population.

Source: North Hills School District Policy #226

NORTH HILLS SCHOOL DISTRICT NETWORK STUDENT ACCEPTABLE USE

The North Hills School District's –building to building electronic network provides online information, email accounts (as determined by the school board), and internet access to all students in the North Hills School District. The goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the North Hills District network shall be limited to educational purposes, instructional purposes related to the class curriculum of the particular user, or necessary clerical uses. The North Hills School District network is a dynamic, growing and evolving network. Needed technologies and information will be added to the North Hills School District network as they become available.

On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The North Hills School District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals. Students are expected to comply with the Acceptable Use and Terms Conditions Policy for using the North Hills School District network and board policy including the use of the Internet is included in this handbook.

PEDICULOSIS (HEAD LICE)

Pediculosis may cause concern, anxiety, and disruption of school schedules. Since it is highly contagious, a Board policy has been written that outlines measures that must be taken to keep pediculosis from spreading. The School District of North Hills has established a NO-NIT policy, which means no student or staff member may be readmitted to school until treatment has occurred and all nits have been removed. It is advised that the following procedures be used:

1. It is the responsibility of the parent or guardian to notify the school nurse when there is an actual or suspected case of (head) lice in the home.
2. The Certified School Nurse or the Licensed Practical Nurse will verify the infestation and examine all contacts as necessary.
3. Infested students (and/or staff) shall be excluded from school until treatment has been performed and all nits have been removed. (On readmission, it is required that pupils present to the school nurse or LPN a used box top or empty container which documents the use of an appropriate pediculicide.)
4. Prior to readmission to school, the (infected) individual must be examined by the Certified School Nurse or the Licensed Practical Nurse.
5. If a student or employee is excluded due to nits, he/she must wait 24 hours for readmission.

Source: North Hills School District Board Policy #216

PLAGIARISM AND ACADEMIC DISHONESTY

Plagiarism means presenting work done in whole or in part by someone else as if it were one's own. Academic dishonesty includes but is not limited to reproducing information from the internet, including text without proper citation, illegal use of copyrighted materials, falsification of data, any form of cheating on exams, tests, quizzes, laboratories, essays, or homework. Students who allow others to copy their work to be submitted as their own are also engaging in academic dishonesty and are subject to the same penalties. Plagiarism and academic dishonesty must be proven and documented by the instructor. Students who are found to have engaged in academic dishonesty or plagiarism will receive an academic consequence as determined by the classroom teacher, which may include receiving a zero on the assignment with no make-up privileges. Disciplinary sanctions will be issued on a case-by-case basis.

RACIAL, ETHNIC AND RELIGIOUS INTIMIDATION

The purpose of this policy is to be consistent with the district's practice of not permitting the expression of racial, ethnic or religious slurs or intimidation. This policy is intended to reaffirm the North Hills School District's long-standing commitment of treating all individuals equally without regard to race, ethnic background or religious belief. North Hills School District is dedicated to promoting sensitivity to ethnic, racial and religious diversity.

DEFINITION

Racial, ethnic or religious intimidation is defined as any comment or action made by students, district employees or visitors that is derogatory towards another person's race, national origin or religion.

COMPLAINT PROCEDURE

Any student or visitor who feels that he or she has been a victim of racial, ethnic or religious intimidation should contact the principal or assistant principal of the building as soon as the objectionable conduct occurs or, otherwise, as soon as possible after the incident. This report can be oral or written. In addition, the administrator will provide an opportunity for the parent or guardian to be present when a student is presenting this information.

Source: North Hills School District Policy #236

PERSONAL ELECTRONIC DEVICES

The use or display of personal electronic devices during the school day is prohibited. Violations include but are not limited to the following during the school day:

- Placing a call or text message
- Receiving an incoming call or text message
- Having a mobile phone activated
- Using photographic/video/recording/audio capabilities
- Accessing gaming capabilities

The school will not be responsible for loss, damage, or theft of any electronic device. Any violations will result in confiscation of the device and will result in disciplinary action.

- First Offense: Confiscation, returned to student at end of day, assigned Saturday detention
- Second Offense: Confiscation, returned only to parent/legal guardian, progressive discipline.
- Third Offense: Confiscation, returned only to parent/legal guardian at principal's discretion, progressive discipline.

RECESS

It is assumed that a child who is well enough to be in school is able to go outdoors for recess.

In order for a child to be excused from recess, a note from a physician is required. Students must be dressed appropriately for the weather. As a general guideline, students will have outdoor recess if the temperature is 32 degrees or above.

PLAYGROUND RULES

- Play only in designated area (woods, bushes and trees are off-limits).
- Stay on school grounds.
- Re-enter the school only with teacher's or aide's permission and a pass.
- Use playground equipment properly (do not run up slides or climb on the top of equipment).
- Do not climb on fences, backstop, gates, bleachers, or dividing walls.
- Use Nerf balls, basketballs, and playground balls. Bats and hard balls are not permitted at school.
- Do not make or throw snowballs.

SEXUAL HARASSMENT

For the purpose of this policy, sexual harassment is defined as any verbal, written, visual, or physical act(s) of a sexual nature, that are offensive, intimidating, unwelcome, or that could reasonably be taken as objectionable by another individual.

Any student who feels that he or she has been the victim of sexual harassment should contact a building administrator as soon as the objectionable conduct occurs, or otherwise as soon as possible after the incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the complaining student within three (3) days of the initial report.

It must be recognized that an individual's failure to report an incident of sexual harassment within ten (10) days of its occurrence may impair the district's ability to investigate and redress any unlawful harassment. Similarly, an individual's failure to submit a written complaint within three (3) days of his or her verbal report of sexual harassment may seriously compromise the district's ability to address the alleged unlawful activity. If the individual against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) days of notification by the district, the complaint may be deemed to be true and appropriate.

Source: North Hills School District Policy #233

SKATEBOARDING/ROLLERBLADING

Skateboarding/ Rollerblading on school property, including sidewalks, roadways, parking lots and building interiors is prohibited 24 hours a day and 365 days a year. Violation of this rule may result in a citation of defiant trespass by the Ross Township or West View Borough Police.

SMOKE-FREE SCHOOLS

It is the policy of the North Hills School District that the use of smoking or smokeless tobacco products is prohibited at all times inside buildings, on school district property, or during school sponsored events.

Tobacco products include but are not limited to a lighted or unlighted cigarette, electronic cigarettes or smoking devices, cigar, pipe, other smoothing product or material, and/or smokeless tobacco in any form. School property is defined as owned, leased by, or under the control of the North Hills School District.

First offenses – Three days in-school suspension and referral to the Magistrate under PA Act 145. Subsequent offenses: Referral to Magistrate for fine and progressive in-school suspension.

Source: North Hills School District Policy #222

STUDENT FUNDRAISING

For purpose of this policy ~ student fundraising shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.

The Board prohibits the collection of money in schools or on school property, or at any school sponsored event by a student for personal benefit.

Fundraising by students on behalf of Board approved school and school related organizations requires administrative approval.

Source: North Hills School District Policy # 229

SUBSTANCE ABUSE

It is the North Hills School District's policy to prevent and prohibit the possession, use, mimic of use, sale, mimic of sale, distribution, intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical not approved by the health office, on school property, at school- sponsored events, on school buses, and in route to and from school by any mode of travel.

For the purposes of the North Hills School District policy, drug shall mean all controlled substances prohibited by law, alcoholic beverages, and such other over-the-counter products, such as certain glues and diet medications which, when improperly and abusively used, can cause change in the normal. performance, behavior, or the physical or emotional stability of a student.

The Board prohibits the use, possession or distribution of any drug during school hours, on school property, at any school-sponsored event, and on the school buses.

Students violating the District's substance abuse policy will be placed on an immediate ten-day suspension and given an informal hearing. The administration will recommend the student to the School Board for a formal hearing and subsequent expulsion. The expulsion shall be accomplished pursuant to applicable regulations in 22 PA Code Chapters 12 and 14. The Superintendent may recommend to the School Board discipline short of expulsion on a case-by-case basis. Even though expelled, students of compulsory school age will be provided an educational program. In addition, the Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act.

SPECIFIC VIOLATIONS OF THIS POLICY WILL RESULT IN THE FOLLOWING ACTION:

Students possessing, or under influence of, drugs or alcohol on school grounds:

- Immediate out-of-school suspension, contact police, and formal hearing for the purpose of expulsion.
- When the police are called because a student violates the Substance Abuse policy, the administration will inform the students' parents at the same time.
- If the administration has reasonable suspicion to believe a student is under the influence of drugs or alcohol, the administration will administer a saliva test.
- A student who refuses to take the test shall be suspended immediately.

Students possessing, or under the influence of, drugs or alcohol when attending, as a participant or spectator, any school-sponsored function on or off-school property:

- Disciplinary action will be taken as listed above.
- Police will be notified.
- Parents will be notified to give them the opportunity to be present during the police interview to transport student from function or police station.
- When the police are called because a student violates the Substance Abuse Policy, the administration will inform the student's parents/guardians.

Students distributing chemical substances to anyone:

- There will be indefinite suspension from school for all violations pending a School Board expulsion hearing.

The district may, with reasonable suspicion, administer a drug test to a student without permission from the parent/guardian. Any student who refuses to take a drug test may face consequences outlined in the Substance Abuse Policy.

Source: North Hills School District Policy #225 and #227

USE OF BICYCLES AND MOTOR VEHICLES

The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.

The Board will permit the use of bicycles by students, provided that such students have been granted permission by the building principal to ride a bicycle to school and have obtained parental permission to ride a bicycle to school.

Source: North Hills School District Board Policy # 223.

VANDALISM

All violations – Student will be required to pay for damages and will be suspended from school. The administration may recommend a formal hearing and subsequent expulsion based on the nature of the vandalism.

SCHOOL POLICE OFFICERS

The North Hills School District School Police shall protect and serve by monitoring and ensuring the safety and security of students, staff, community members, and property to create and maintain a safe and healthy learning environment by fostering open channels of communications, teamwork, and relationship development with students, teachers, staff, administrators, parents, community resources, and local law enforcement to identify and resolve potential safety and security issues. Although school police officers work collaboratively with building principals, school police officers are not disciplinarians and should not be viewed as such. Only building principals can administer and assign disciplinary consequences.

STUDENT SERVICES

BREAKFAST PROGRAM

The North Hills School District Food Service Department offers a breakfast for students for \$1.50 a day. However, students who qualify for free lunches or lunches at a reduced price under the National School Lunch Program also are entitled to receive breakfast for free or at a reduced price.

The breakfast program is available for students in the Morning-Care Program. All other students may participate in the breakfast program before classes begin. For additional information on the Breakfast or Morning Care programs, contact the school office.

COMMUNITY COMPLAINTS

Complaints shall be resolved at the level of incident.

- *First Level* - A complaint specifically directed toward a teacher or school counselor shall be addressed, initially, to that staff member. The staff member shall discuss concerns with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority.
- *Second Level* - If the complaint is not resolved at the first level, the complainant shall be referred to the building principal who shall attempt to resolve the issue.
- *Third Level* - If the complaint is not resolved at the second level, the principal shall furnish to the Superintendent a report.
- *Fourth Level* - If the Superintendent and/or his designee is unable to resolve the complaint, or if the resolution is beyond the Superintendent's authority and requires Board action, the superintendent shall provide the appropriate Board committee chairperson or the Board president with a thorough report.

To access the complete Board policy on this topic, please refer to the North Hills School District website (nhsd.net) or a copy may be requested in the school office.

Source: North Hills School District Board Policy #906

CONCUSSION MANAGEMENT

The North Hills School District is dedicated to academically supporting every child's recovery from a concussion or concussion-related injury. Our goal is to enable an appropriately phased return to normal academic activities. Our administration, faculty, and nursing staff promptly review medical documentation provided by medical professionals (physician, neuropsychologist) to determine how we can best assist students recovering from this type of injury.

As this is a serious situation in which physical and cognitive rest is vital to allowing the brain injury to heal, we also provide students support via the following extra-curricular injury prevention and injury recovery limitations for events that exist outside of the normal academic day:

- Restriction from attendance at school sports as an observer or participant
- Restriction from attendance at school activities as an observer or participant
- Restriction from non-academic assemblies, field trips, and extra-curricular trips as an observer or participant

Following a medical provider's recommendation is paramount to every child's recovery. Students and their parents should speak with medical professionals regarding other injury prevention limitations that could be practiced while the student is at home. These could include:

- Limiting text messaging/phone usage
- Limiting video games
- Limiting attendance at parties/dances
- Limiting music/audio stimulation
- Limiting reading as directed by a medical professional
- Limiting use of the computer as directed by a medical professional
- Encourage quiet rest in a dark space

When consultation and documentation from medical professionals demonstrate positive progress, we actively work to transition students towards the regular academic environment. Every student's progress is monitored by his/her teachers, school nurse, school counselor, administrators, athletic trainers, and other trained faculty until they are cleared from the concussion.

ELECTRONIC COMMUNICATIONS

Photos and videotape footage of North Hills School District students involved in various school-related activities are often used as part of the district's community relations program and for professional development. Photographs or video clips may be used in district publications, video productions, newspapers, social media, electronic communications, television, and web sites. Staff members may, in the course of their professional development, wish to videotape a lesson for analysis. Students may appear in such videos, but there will typically be a single copy of the tape.

The North Hills School District (NHSD) staff uses district approved communication applications such as the ~ Remind App and District provided teacher email for student/parent communication purposes.

Dependent upon your student's teacher, he/she may utilize various forms of social media and electronic communication to share information with students and families about academic and extra-curricular matters.

If you wish to not have your student(s) partake in the aforementioned communications, please notify your building principal in writing.

HEALTH SERVICES

First aid will be administered if any child is injured at school. If further treatment is necessary, a parent/guardian will be notified and asked to transport the child home. It is the responsibility of the parent/guardian to arrange transportation if a child becomes ill at school. It is recommended that students are fever-free before returning to school following illness. Please do not send children to the school nurse with illness or injury that has not occurred on school property.

In case of serious injuries, local police, EMT or ambulance services may be contacted.

A completed **Student Emergency Card** is kept for each student. It is very important that parents/ guardians designate someone who will come to school for a child if a parent cannot be reached. At least two current telephone numbers are required. Please contact the secretary or school nurse immediately if this information needs to be updated.

MEDICATION

It is recommended that parents administer medication at home. When this is not possible, the North Hills School District's approved medication policy requires that medication (prescription and over-the-counter) be brought by parent/guardian to school in the original container or prescription bottle with written permission from the physician. Forms for this purpose are available from the school nurse. **All medications should be taken directly to the school nurse by a parent/guardian.**

Students who are in possession of an over-the-counter medication and have not followed the procedure outlined in the North Hills School District Medication Policy may face suspension from school. Should there be intent to misuse, sell or distribute the medication, the student shall face a suspension of up to 10 school days and possible expulsion.

Parents/guardians of students who require medication to be kept with them should contact the school health office.

PHYSICAL AND DENTAL EXAMS

The Commonwealth of Pennsylvania requires a physical examination for each student upon entering school and in grades six and eleven. Dental exams are required upon entering school and in grades three and seven. Parents are encouraged to have these examinations completed by their family physician and dentist. Forms will be provided for this purpose. If you choose, the school physician or dentist will do the examinations at the school or at the North Hills Senior High School.

VISION AND HEARING SCREENING

A vision test is administered yearly to students in kindergarten through grade twelve. A hearing test is administered in kindergarten and grades one, two, three, seven, and eleven. Parents/guardians will be notified of the results of these exams and screenings only when further evaluation is necessary.

GROWTH SCREENING

Each student is weighed and measured each year. These measurements are compared to national norms. Parents/guardians will be notified if further evaluation is appropriate.

SUBSTANCE SCREENING

If the administration has reasonable suspicion to believe a student is under the influence of drugs or alcohol, a saliva test will be required. A student who refuses to take the test shall be suspended immediately and assigned to the alternative education program. Refusal to attend alternative education shall result in a formal hearing for the purpose of expulsion.

Please contact the school nurse if you have any questions about this or any part of the school health program.

LOST AND FOUND

Students are responsible for securing their personal belongings at all times while on any school district property or during any school sponsored event. North Hills School District shall not be held responsible for the loss, theft, or damage of any personal items, including but not limited to clothing, electronic devices, backpacks, etc. Articles found should be taken there promptly. A lost and found area is located in each building. Please contact your building secretary for the exact location in each building.

MORNING-CARE PROGRAM

In order to meet the needs of working parents or families with busy schedules, North Hills School District offers a Morning-Care Program for elementary students before the school day begins. Students enrolled at the school may participate regularly or as-needed--no advance registration is required. The fee to participate is \$3.50 a day. School rules apply to morning care and proper student behavior is expected. For an additional fee of \$1.50, students may purchase breakfast while attending the morning-care program. Failure to comply will result in dismissal from the program.

The Morning-Care Program begins at the following times:

Highcliff/West View 6:45 a.m.

Ross/ McIntyre 7:15 a.m.

There is no morning care on 2-hour delay days.

MOVING FROM THE DISTRICT

Students moving from the district may finish a semester in which they are enrolled. A withdrawal form must be completed and submitted to the Principal's Office. All books and materials, along with a completed withdrawal form must be submitted prior to leaving the District. Withdrawal forms may be obtained from the Principal's office.

If you will be moving from the District, please notify the school office as soon as possible so your child's records are transferred to the appropriate school in a timely manner.

RESIDENCY

If your address has changed, or if your rental agreement is out-of-date, you should supply new proof of residency.

As a resident, it is important that you are aware of information about fraudulent residency, which is based on the Pennsylvania School Code.

Specifically, North Hills School District's Board policy #202 provides guidance for the attendance of nonresident students. In this policy, there is a section on fraudulent student residency, which states:

In the event that students enroll in the North Hills School District and their residence is found to be fraudulent, they will be assessed tuition for the period of time that they are illegally enrolled.

As stated, legal enrollment will be determined by the Pennsylvania School Code. If a family has moved and maintains a fraudulent enrollment, the district will file criminal charges. In addition, the district will withdraw the child from school and charge the family the full tuition fees for the number of days in which their child was illegally enrolled. Currently, the state-determined tuition charge for attending North Hills School District is \$10,834.11 per year (or \$60.19 per day) for an elementary school student and \$12,324.16 per year (or \$68.47 per day) for a secondary school student.

We are confident, however, that you will provide the required, accurate proofs of residency, if your address has changed.

Should you have any questions or concerns about this specific Board policy, please contact North Hills School District at 412-318-1000.

SAFETY DRILLS

In an effort to promote a safe environment for children, safety drills will be practiced in all elementary schools. The purpose of these drills is to provide students, teachers and staff with the opportunity to practice procedures from the North Hills School District *Incidence Response Plan* and to improve preparation for emergency situations. Those drills include:

LOCK-DOWN DRILL:

This drill is practiced in the event that an intruder has entered the school building. During this drill, classroom doors are locked and students take cover within the classroom, away from doors and windows. Students and staff remain in lock-down until an all-clear signal has been given.

SHELTER-IN-PLACE:

Shelter-in-place is a short-term safety measure that may be used to protect students and staff from exposure to a danger in the atmosphere. During shelter-in-place, students and staff will be moved to the all-purpose room. All exterior doors and windows will be locked throughout the duration of this exercise.

EVACUATION DRILL:

This drill is practiced in the event that a heating problem, major gas leak, or other immediate need requires evacuation from the school. Students and staff would be instructed to evacuate via a walking route or bus dismissal to the North Hills Middle School. Walking routes have been established in coordination with local emergency service personnel to ensure that students are safe and that emergency vehicles responding to the incident are not impeded. Other drills that are practiced routinely throughout the school year include:

FIRE DRILLS:

Fire drills are practiced each month that school is in session. Students and staff are instructed to follow evacuation routes out of and away from the building.

SEVERE WEATHER-RELATED DRILL:

Students and staff practice for a weather-related emergency such as tornado or extremely high winds. During this exercise, students are moved to the hallways away from windows and doors. This drill is conducted state-wide in the spring each year.

Prior to each drill, the classroom teachers will review procedures and discuss expectations with the students. In addition, the school counselor will be available to help alleviate any anxieties. If your child expresses concern about these drills, please notify us so that we may help him or her understand their purpose.

Our goal in the event of an actual crisis will be to reunite families as quickly as possible. Plans for dismissal to parents are in place.

SCHOOL AND FAMILY INTERVENTIONIST

The School and Family Interventionist is a member of the school staff with specialized training for helping students when something socially or emotionally is interfering with their learning and growth. Through a person-to-person relationship with student and parent, and through understanding the way the student's personality, life experience and capacity to learn affects the student's own progress, the School and Family Interventionist attempts to interpret and utilize all the forces that help the student to make a better personal, social and educational adjustment. The School and Family Interventionists are:

Last Name A-K	Mr. Jason Greathouse	greathousej@nhsd.net	412-318-1423
Last Name L-Z	Mr. Tim McDowell	mcdowellt@nhsd.net	412-318-1422.

SCHOOL COMMUNICATION

In an effort to enhance communication efforts between home and school, North Hills School offers an email news service, e-Link, which enables the district and schools to deliver news and information directly to the email of subscribers. E-Link is used to inform families of weather-related delays and cancellations, district news, calendar changes, and other important information. Working parents are encouraged to subscribe using both their home and work emails, if possible. In the event of a building- wide or district-wide emergency, information is sent via e-Link to all subscribers.

At the elementary schools, e-Link will be used frequently to communicate school events and PTA/PTO/PTSO information. Families are encouraged to subscribe for both school information and district- wide information. Email addresses can be easily updated by re-subscribing.

To subscribe, select *Join e-Link*, under Quick Links on the right-hand side of the website, www.nhsd.net, click on *Join e-Link*.

SCHOOL LUNCH PROGRAM

Hot lunches are provided for children wishing to purchase them. The North Hills School District Food Service uses a computerized system for meal purchases at several of our schools. This system, Nutrikids, allows parents to pay in advance for meals and/or ala carte items. Students will still be able to pay cash on a daily basis but will need to enter a PIN number. Money will only be deducted when your student uses his/her account. The system will know the meal status (free, reduced or full price) of your student and will deduct the money accordingly. For additional questions related to the Nutrikids system, please contact Food Services at 412-318-1053.

Menus will be sent home monthly. If a school day is missed due to unforeseen conditions, the lunch for the day that was missed will be served the day students return.

STUDENT WELLNESS

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

To ensure the health and well-being of all students, the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Classroom Parties and Celebrations:

- Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- Foods must be prepackaged, store bought, with detailed nutritional label.
- Shared classroom snacks are not permitted in district school, unless authorized by a building administrator.
- The District encourages non-food rewards for students.

For student birthday celebrations, if you wish to send in edible snacks/treats for your child's birthday, please check with your child's classroom teacher regarding allergies. Please refer to list below to be sure snacks/treats comply with the nutritional guidelines as referenced below:

- Fruits, vegetables, whole grains
- Low-fat or non—fat dairy foods
- Foods free of trans fats
- Snacks with less than 200 calories per serving
- Foods with sugar NOT listed as the first ingredient
- Water, fruit juice—not to exceed 6 ounces
- Milk-1% low-fat or non-fat not to exceed 8 ounces

Source: North Hills School District Board Policy #240

SCHOOL VISITORS

For the safety and security of the students, **anyone entering the school must report to the school office and have their photo identification scanned into the Raptor system for a visitor's pass.** Parents, guardians, taxpayers of the community, and other interested educators are welcome and encouraged to visit the school.

The District Superintendent or building principal shall have the authority to prohibit entry of any person to a school of this district unless or until the visitor complies with the following procedures:

- If the visitation is for a parent or teacher-initiated parent conference concerning the parent's or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting for this purpose shall register at the office of the principal prior to proceeding to the conference site.
- If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.
- All visitors must register at the office of the building principal.
- No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the building principal.
- No visitor shall be allowed to photograph or videotape any person or any part of the building without prior approval of the building principal and the District Superintendent. Parents may post only their own children on social media sites. If other children are in the picture, they may not be posted in respect for their privacy.

Source: North Hills School District Board Policy #907

SPEECH AND LANGUAGE THERAPY

The North Hills School District speech and language therapy program is designed to help students with speech and language disorders. The speech therapist provides diagnosis and treatment for all speech and language disorders within the school district, referring special cases to appropriate outside resources, and informing both parents and professional personnel of the nature of speech therapy and speech problems.

STUDENT INSURANCE

A student accident insurance policy is offered yearly. This insurance is available at the beginning of the fall semester for all students. The School Board urges all students to purchase school insurance. It is highly recommended that any student who anticipates playing in a school-sponsored sport, at any time in a given school year, purchase the student insurance in the fall sign-up period. If parents feel they have adequate coverage, they may sign a waiver and assume full responsibility for all medical expenses. The enrollment of students to be insured and the issuance of a claim form upon request are the school's only responsibilities. Hospital and physician's bills are not handled at school. A claim form may be obtained in the health room of the school in which the student is enrolled. Students carrying school insurance should report any accident to the nurse who will initiate a claim.

VOLUNTEER CLEARANCE POLICY & PROTOCOLS

The PA House passed Act 153 of 2014 into law on October 22, 2014 and Act 15 of 2015 on July 1, 2015. These PA laws apply to employees and unpaid volunteers who are responsible for the welfare of a child or who have direct contact with children. While many community-based programs and religiously-affiliated organizations have long required background checks for volunteers, these laws provide a specific directive on the timing and type of background checks now required. The NHSD Board of Education passed the Volunteer Clearance Policy #917 in April 2015 with an updated version passed in May 2015. The policy identifies three types of school volunteers, listed below.

Program Volunteers--Any volunteer who works under the general direction and supervision of an adult employed by North Hills School District AND provides direct services to students or may possibly have unsupervised contact with students.

Examples include but are not limited to: volunteers who assist the coaching staff of an athletic team; volunteer athletic trainers or equipment managers; chaperones for overnight student trips and choreographers, musicians and other individuals who provide assistance to students in the marching band or school musical, and club/activity sponsors. All Program Volunteers shall have board approval prior to serving as a Program Volunteer in NHSD.

Assistive Volunteers--A volunteer who works under direct supervision and direction of an adult employed by North Hills School District AND does not provide direct services to students or unsupervised contact with students.

Examples of Assistive Volunteers include, but are not limited to: homeroom parents, individuals who assist with school activities, holiday parties and field trip chaperones. Assistive Volunteers must have superintendent or designee approval prior to serving as an Assistive Volunteer in NHSD.

Classroom Presentation Volunteers--Any individual who volunteers to present during a classroom lesson or school activity and is under the direct supervision of a classroom teacher or administrator during the entirety of the presentation. These visitor/volunteer opportunities are typically one-time events. Visitors do not have direct contact with children. Examples of Classroom Presentation include but are not limited to: guest speakers and college admission/career day visitors.

Individuals at North Hills School District will not be permitted to serve as an independent or assistive volunteer unless they have submitted the appropriate clearances. Please visit the Parent page of NHSD website to identify the specific clearances and how to obtain them.

STUDENT BIRTHDAY CELEBRATIONS

Birthday party invitations or invitations for activities at home may not be distributed at school. Families who choose to acknowledge their child's birthday at school should contact their child's classroom teacher for options.

STUDENT EXPRESSION

The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

The Board shall require that students who wish to distribute materials submit them to the building principal for prior review and approval.

The Board shall require that distribution of printed materials take place only at the places and during the times set forth in the rules and regulations of this district, in order that such distribution not interfere with the orderly operation of the schools.

Source: North Hills School District Board Policy # 220.

SUPPORTS FOR POSITIVE BEHAVIOR

Students are expected to practice self-discipline.

CLASSROOM RULES:

It is the responsibility of the teacher to maintain the proper learning environment. It is necessary students follow basic rules teachers establish for their classrooms consistent with the policies of the North Hills School District.

COUNSELING SERVICES:

Counselors are an integral part of the school's education program. Counselors recognize the unique nature of each student and through counseling services attempt to facilitate the individual growth and development. The North Hills School Counseling Department implements a comprehensive school counseling program that promotes and enhances student achievement. You may wish to contact your child's counselor to discuss personal, social, or academic concerns. Elementary Counselors are as follows:

Highcliff Elementary	Mrs. Sherri Kempf	kempfs@nhsd.net	412-318-1582
McIntyre Elementary	Mrs. Gina Farrell	farrellr@nhsd.net	412-318-1626
Ross Elementary	Mrs. Dawn McElhinney	mcelhinneyd@nhsd.net	412-318-1546
	Ms. Lauren Barbour	barbourl@nhsd.net	412-318-1551
West View Elementary	Mr. John Zawalnicki	zawalnickij@nhsd.net	412-318-1506

BULLY PREVENTION PROGRAM:

The North Hills School Counseling Department, and the support specialists, facilitate anti-bullying initiatives designed to promote positive student behaviors based on caring, respect, and personal responsibility.

RESPONSE TO INSTRUCTION & INTERVENTION/STUDENT ASSISTANCE PROGRAM:

Students may be referred to the Response to Intervention (RTII)/Student Assistance Program (SAP) if they experience academic and/or behavioral difficulties that impede their learning or the learning of others.

COMMUNICATION WITH PARENTS/GUARDIANS:

Report cards, progress reports, and parent-teacher conferences are used to communicate academic progress to parents throughout the school year.

APPENDICES

PROGRESSIVE DISCIPLINE PROCEDURE

LEVEL I

Misbehavior on the part of the student impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are usually handled by individual staff members but sometimes require the intervention of other school support personnel.

Examples But Not Limited To:

- Disruptive/inappropriate physical contact or school behavior
- Unauthorized presence in the halls or other school areas
- Failure to complete or carry out directions
- Inappropriate use of personal and/or district electronic devices.
- Eating outside the cafeteria or in unauthorized area(s)
- Failure to return required forms, books, library books, materials and equipment
- Verbal harassment of others
- Littering
- Loitering
- Running or shouting in the halls
- Disorderly bus conduct
- Lying
- Inappropriate language
- Violations of the Network Acceptable Use Policy.

Examples of Disciplinary Options But Not Limited To:

- Verbal or written reprimand
- Detention
- Special assignment
- Denial of privileges
- Written agreement
- Confiscation
- Denial of recess

LEVEL II

Misbehavior that is frequent or seriously disrupts the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because of the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which **do not** represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective actions on the part of administrative personnel.

Examples But Not Limited To:

- Extreme Level I misconduct
- Continuation of Level I misconduct
- Abusive, obscene, or disrespectful language, writing or gestures
- Using forged notes or excuses
- Bullying
- Plagiarism/Cheating
- Misbehavior during field trips or school programs
- Open defiance of authority, willful refusal to do as ordered, or any form of insubordination
- Unsafe bus conduct
- Leaving school property without permission
- Violation of dress guidelines
- Inappropriate use of personal and/or district electronic devices.
- Unauthorized possession or use of school property, facilities, or lockers
- Violations of the Network Acceptable Use Policy

Examples of Disciplinary Options But Not Limited To:

- Modified day
- Denial of privileges/extra-curricular activities
- Detentions
- Temporary removal from class
- In-school suspension
- Denial of recess
- Temporary suspension
- Confiscation

LEVEL III

Acts that are frequent or serious which disrupt the learning climate of the school or acts directed against persons or properties that could endanger the health or safety of others in the school.

Examples But Not Limited To:

- Continuation of or extreme Level II misconduct
- Vandalism
- Petty theft
- Fighting
- Using minority, ethnic or racial slurs or intimidation
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Unauthorized possession or use of school property
- Intimidating others
- Hazing
- Destruction of the property of others
- Lewdness or indecent exposure
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession or use of tobacco, matches, lighters, etc.
- Possession of drug paraphernalia
- Sexual harassment
- Spitting on persons or property
- Possession of laser pointers
- Other violations of federal, state, or local laws
- Threats toward persons or property
- Violations of the Network Acceptable Use Policy

Examples of Disciplinary Options But Not Limited To:

- Detention
- Confiscation
- Temporary removal from class
- In-school suspension
- Out-of-school suspension
- Denial of privileges/extra-curricular activities
- Restitution of property or damages
- Social probation
- Referral to police or district magistrate
- Referral to outside agency
- Expulsion

LEVEL IV

Acts that are frequent or serious that disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. These acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Examples But Not Limited To:

- Continuation of or extreme Level III misconduct
- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons
- Assault
- Possession of lighted or ignited objects
- Theft or possession/sale of stolen property
- Violations of the Substance Abuse Policy
- Disorderly conduct
- Unauthorized use of fire alarm or equipment Other violations of federal, state, or local laws
- Threats toward persons or property
- Violations of the Network Acceptable Use Policy

Examples of Disciplinary Options But Not Limited To:

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

NO. 834 ~ NETWORK ACCEPTABLE USE POLICY

The North Hills School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, North Hills School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The provisions in this document promote positive digital citizenship and outline acceptable use of network resources for all North Hills students and employees (administrators, professionals, and classified).

LEGAL REFERENCE

[18 USC §§ 2510-2522](#), Electronic Communication Privacy Act

Network

The District network is a dynamic collection of electronic resources that includes wired and wireless infrastructure, computers, peripheral equipment, storage, files, e-mail, and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the District.

Acceptable network use by District students and employees includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research or instruction;
- Participation in blogs, wikis, bulletin boards, social networking sites and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Employee use of the network to manage and administer education;
- Employee use of the network for incidental personal use in accordance with all District policies and guidelines;
- The attachment of non-District owned computers and equipment only under authorization from the Superintendent or designee, and subject to all District policies.

Unacceptable network use by District students and employees includes but is not limited to:

- Violation of any U.S., state, or local regulation;
- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the District;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without approval from the Superintendent or designee;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other District computers, networks and information systems;

- Cyberbullying, hate mail, threats, defamation, profanity, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- Unauthorized modification or misrepresentation of other users' accounts, passwords, or data;
- Obstruction of network resources through the transmission or storage of massive amounts of data or messaging;

Attaching unauthorized equipment to the District network. Any such equipment will be confiscated and destroyed.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

INTERNET SAFETY: PERSONAL INFORMATION AND INAPPROPRIATE CONTENT

Students and employees should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

Students and employees should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, school or District web site unless the appropriate permission has been verified according to District policy.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Students are advised not to respond to unsolicited communications.

The School District will educate all students about appropriate online behavior, including on social networking websites and in chat rooms and cyberbullying awareness and response.

Employees and students are advised not to send private or confidential information through District or Internet e-mail as it not encrypted and therefore not secure. Those with a need to send secure communications should contact the technology department to discuss options

FILTERING AND MONITORING

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material is also filtered. The determination of what constitutes —other objectionable material is defined by the Superintendent or designee and is functionally managed by category (e.g. Hate Speech, Online Gambling Sites, etc.).

Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

E-mail inconsistent with the educational and research mission of the District will be considered SPAM and blocked from entering District e-mail boxes;

The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers;

Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District; and

Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

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Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Plagiarism is strictly prohibited. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

ACCOUNT SECURITY

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized District purposes. Students and employees are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to District policy;
- Do not use another user's account;
- Do not share your account passwords with anyone;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the —remember passwordll feature of Internet browsers;
- Lock the screen, or log off, if leaving the computer;
- If users identify a security problem on the North Hills School District network, they must notify the technology department immediately.

Users should avoid compounding security problems by limiting communications to only those who have the need to know.

STUDENT DATA IS CONFIDENTIAL

District employees must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA)

NO EXPECTATION OF PRIVACY

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or employee user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Pennsylvania.

ARCHIVE AND BACKUP

Backup is made of all District e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, employee and student files are backed up on District servers on a periodic basis. Although it is the District's intention to provide backup services to maintain functional operations it will not be held liable for data loss on any storage or transit platforms owned or managed by the District.

DISCIPLINARY ACTION

All users of the District's electronic resources are required to comply with the District's policy and procedures. Violation of any of the conditions of use explained in this policy could be cause for disciplinary action, including suspension or revocation of network and computer access privileges, suspension or expulsion from school, or termination of employment. North Hills School District will pursue compensation for any damage to property or services.

APPLICABILITY

It is the intention of the Board to strictly enforce this policy. To that end, users of the North Hills School District network who are uncertain as to whether a particular activity would violate this policy should seek a specific interpretation from the Superintendent.

Adoption Date: 9/17/12

834-NETWORK ACCEPTABLE US

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford 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 student's education records within 45 Days of the day the School receives 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 records 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, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education record, 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 as its agent to provide a service instead of using its own employees or officials (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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(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 are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-5920

(NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that North Hills School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Hills School District may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Hills School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organization without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want North Hills School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the last Friday in September. North Hills School District has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Most recent educational agency or institution attended
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the **No Child Left Behind Act of 2001** (P.L. 107-110), the education bill, and 10 U.S.C.503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

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:

~ 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-

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

~ Receive notice and an opportunity to opt a student out of-

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agenda, 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
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

~ Inspect, upon request and before administration or use-

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

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

North Hills School District will/has develop(ed) and adopt(ed) 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. North Hills School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. North Hills School District will also directly notify, such as through U.S. Mail or email, parent 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 of the specific activity or survey. North Hills 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 ED.
- 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. 20202-5920

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC

NOTIFICATION OF RIGHTS IDENTIFYING STUDENTS IN NEED OF SPECIAL ED./RELATED SERVICES

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

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive development disorder
- Blindness or visual impairment
- Deafness or hearing impairment
- Developmental delay
- Intellectual Disability
- Multi-handicapped
- Neurological impairment
- Other health impairments
- Physical disability
- Serious emotional disturbance
- Specific learning disability
- Speech or language impairment

If you believe that your school-aged child may be in need of special education services and related programs, or young child (age 3 to school –age may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the building principal.

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

For further information on the rights of parents and children, provision of services, evaluations and screening (including purpose, time and location, and rights to due process procedures, you may contact in writing any building principal. Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires North Hills School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (protected information surveys):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings.

CRIMES CODE DEFINITIONS (TITLE18)

§ 2709 HARASSMENT AND STALKING

- (a) **Harassment** – A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:
1. strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same, or
 2. follows the other person in or about a public place or places; or
 3. engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose.
- (b) **Stalking** - A person commits the crime of stalking when he engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either of the following:
1. an intent to place the person in reasonable fear of bodily injury; or
 2. an intent to cause substantial emotional distress to the person.

§ 5503 DISORDERLY CONDUCT

- (a) **Offense defined** – A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:
1. engages in fighting or threatening, or in violent or tumultuous behavior;
 2. makes unreasonable noise;
 3. uses obscene language, or makes an obscene gesture; or
 4. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
- (b) **Definition** – As used in this section the word public means affecting or likely to affect persons in a place to which the public or a substantial group has access, among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, any neighborhood, or any premises which are open to the public.

§ 2701 SIMPLE ASSAULT

A person is guilty of assault if he:

1. attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another;
2. negligently causes bodily injury to another with deadly weapon; or
3. attempts by physical menace to put another in fear of imminent serious bodily injury.

NORTH HILLS SCHOOL DISTRICT STUDENT EDUCATIONAL TRIP REQUEST FORM

One of the greatest difficulties facing our schools today is a high rate of absenteeism. According to Pennsylvania State Law and Student Rights and Responsibility Regulations, all students are expected to attend school regularly to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Educational trips are specifically referenced in North Hills School District policy #204 - Attendance. Some of the key elements of the policy include:

- **Students shall not accumulate more than nine (9) absences in a semester, and no more than eighteen (18) absences during a school year.**
- **Students who exceed nine (9) absences (excused and unexcused) from a semester class or eighteen (18) absences (excused and unexcused) from an all year class may be retained at grade level for the following school year or forfeit credits earned for the current school semester and/or school year, due to excessive absences.**
- **Absences as a result of educational trips will accrue towards a student's total number of absences in a given school year. Educational trips are not considered to be school sponsored events.**
- **Parents/Guardians may write a maximum of ten (10) excuses for absences in a given school year. Notes must be received within three (3) school days for an absence to be excused.**
- **All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician to be deemed excused.**

Educational Trips - A request for excused absences due to an educational trip are to be submitted to the principal's office two weeks prior to the beginning of the trip, unless an extenuating circumstance prevents the submission, in order for the trip to be considered for approval. District administrators will examine the student's attendance records and determine the number of school days that will be excused and unexcused (if applicable). All work missed during the absence must be completed in accordance with the school's Student Handbook.

Student Name: _____ **Student Grade:** _____
Today's Date: _____ **Dates of the Trip:** _____

I have reviewed the North Hills School District Attendance Policy, and I am aware of the district's approved absence requirements. I am aware that an educational trip request needs to be submitted to the principal's office at least two weeks prior to the beginning date of the trip in order to be considered for approval and in order to prepare missed school work.

Parent/Guardian Signature: _____ **Telephone Number:** _____

SCHOOL DISTRICT USE ONLY

The above-named student has been absent _____ days during the _____ school year, _____ Excused and _____ Unexcused. This educational trip will require an additional _____ school days absent and will result in the student compiling _____ total days absent from school this year.

This student's educational trip results in _____ days being approved/excused and _____ days denied/unexcused.

Reason: _____

District Administration Signature: _____ **Date:** _____