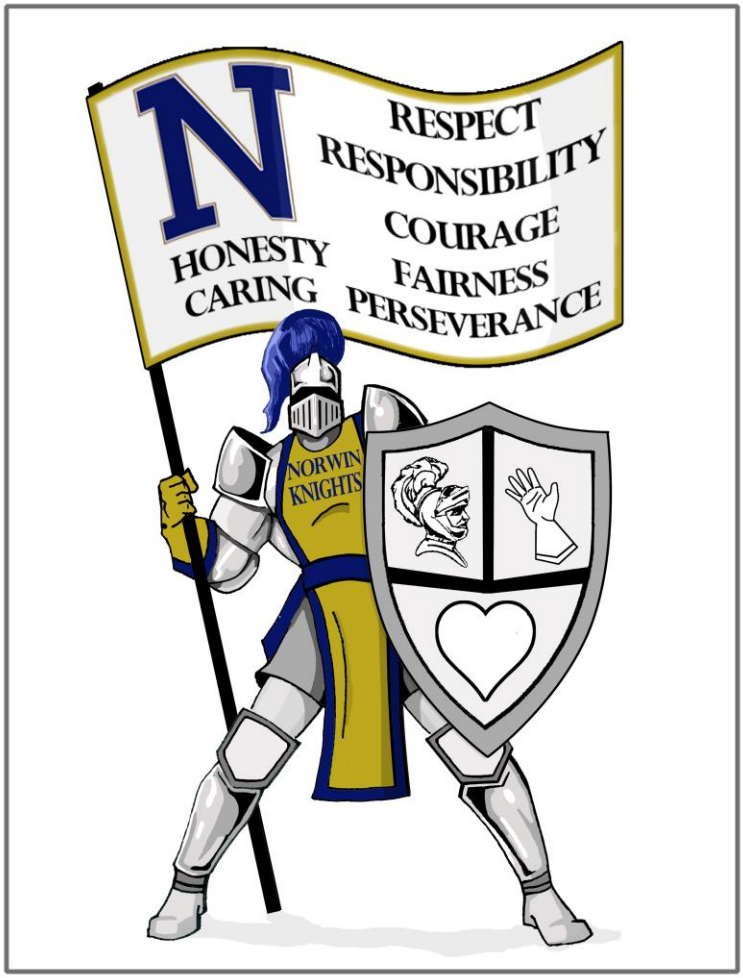
NORWIN SCHOOL DISTRICT



K – 6 ELEMENTARY

STUDENT/PARENT HANDBOOK 2016-2017

Norwin Elementary School Contact Information:

Norwin School District Elementary Office 281 McMahon Drive North Huntingdon PA 15642 (724) 861-3021	Assistant Superintendent Of Elementary: Secretary:	Mrs. Natalie McCracken Mrs. Beverly Ference
Hahntown Elementary School 791 Entry Road North Huntingdon PA 15642 (724) 861-3020	Principal: Guidance: Secretary:	Mrs. Lisa Willig Mrs. Tamala Edmonds Mrs. Teri Cormas
Sheridan Terrace Elementary School 1219 Morris Avenue North Huntingdon PA 15642 (724) 861-3025	Principal: Guidance: Secretary:	Mrs. Heather Newell Mrs. Tamala Edmonds Ms. Kelly Jerina
Stewartsville Elementary School 101 Carpenter Lane North Huntingdon, PA 15642 (724) 861-3030	Principal: Guidance: Secretary:	Ms. April Preisach Ms. Kiersten MacLaughlin Mrs. Jeri McGrail
Sunset Valley Elementary School 11605 Dickens Drive North Huntingdon, PA 15642 (724) 861-3035	Principal: Guidance: Secretary:	Mr. Jason Cendroski Ms. Kiersten Venderlic Mrs. Kathy Coleman
Hillcrest Intermediate School 11091 Mockingbird Drive North Huntingdon, PA 15642 (724) 861-3015	Principal: Asst. Principal: Secretaries: Guidance:	Mr. Brian O'Neal Mrs. Lisa Banasick Mrs. Becky Anderson Mrs. Chris Daniels Mrs. Victoria Dowling (A – K) Mr. Robert Conrad (L – Z)

SKYWARD FAMILY ACCESS

The skyward Family Access site – https://student.norwinsd.org.

Norwin School District offers an on-line information link called Skyward that provides students and their parents / guardians up-to-date information from any computer connected to the Internet. The Skyward feature called "Family Access" allows users to view information such as a student's grades, attendance, cafeteria accounts, and health visits. Another feature is e-mail notification that may be requested by parents and guardians for academic progress reports.

Parents/guardians should register with the Norwin School District Technology Department (techsupport@norwinsd.org) to receive their own usernames and passwords.

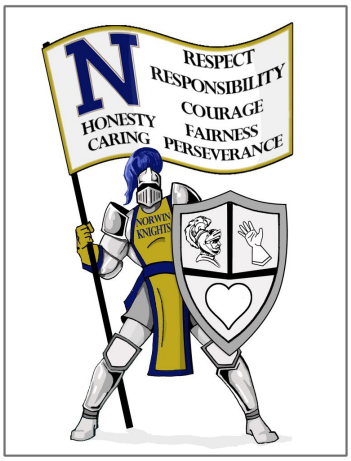
"Moving Forward from Great to Extraordinary"

TABLE OF CONTENTS

Assembly Program	1
Attendance Requirements	1 – 2
Bicycles	2
Bullying/Cyber Bullying Policy	7
Change of Student Information	3
Character Education	3
Cheating	3
Closing of School	3 - 4
Complaint Procedure	4
Curriculum	4
Discipline	5 - 7
Elementary Schools, Listing	0
Emergency Drills	8
Entrance Requirements	8
Enrichment - Remediation (ER)	9
Excuse from Instruction/Assessment	9
Field Trips	9 – 10
Fighting	10
Food & Nutrition Services	10 – 12
Guidance Counselors	12
Gum Chewing	12
Health Services/Policies	12 - 14
Homebound Instruction	14
Homework	14 – 15
ID Cards: Student Identification Cards	15
Insurance	15
Knives and Other Dangerous Implements	15
Library Policy	16
Lost and Found	16
Medicines (refer to Health Services)	16
Money	16
Music Lessons - Instrumental	16
Parties/Celebrations	16 – 17
Personal Appearance	17
Pets	17
PTA	17
Recess	17
Report Cards/Progress Reports	18
Retention	18
Right to Request Professional Qualification of Their Children's Teacher(s)	18 – 19
Safeguard Program	19
School Day	19
School Property	19
School Safety	19 – 21
School Visitation	21
Special Education Services	21 – 22
Student Information	22

Support Services	22 – 23
Telephone	23
Transportation	23 – 24
Technology	27 - 33
A. Parent Notification Media Opt-Out Notice	27
B. Opt-Out Procedures	28
C Media Opt-Out Form	28
D Acceptable Use of the NSD Network & Internet	29 – 32
E Social Media (Students/Parents)	32 – 33
Video Surveillance	24
Volunteers	25
Withdrawal Procedure	25
Assurance of Civil Rights Compliance	25 – 26
Title IX Compliance Statement	26
USDA Compliance Statement	26

NORWIN SCHOOL DISTRICT
CHARACTER TRAITS:



1. **RESPECT**
2. **RESPONSIBILITY**
3. **COURAGE**
4. **CARING**
5. **FAIRNESS**
6. **HONEST**
7. **PERSEVERANCE**

ASSEMBLY PROGRAMS

Entertaining and educational programs are scheduled throughout the year to enrich the school curriculum. These programs are made possible through the generous support of your PTA and community organizations.

ATTENDANCE REQUIREMENTS
Policy 260/Procedure 260

Regular attendance in school is extremely important and should be reinforced as early as Kindergarten. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. Those who learn the importance of regular attendance as young children tend to stay more actively involved and do better throughout their school years.

Parents are urged to restrict travel which would result in missed class time. Every effort should be taken to schedule medical and dental appointments at times other than during school hours. Lack of continuity disrupts instruction for the individual and the class.

1. Excuse of Absence: Students should bring a written excuse the day they return to school stating the specific reason for the absence. The school laws of Pennsylvania permit an excused absence for the following reasons:

1. Illness
2. Death in the immediate family
3. Quarantine
4. Impassable roads
5. Exceptionally urgent reasons
6. Approved religious holidays/events

2. Unexcused Absence: Failure or refusal to supply a valid excuse within three (3) days upon return to school will result in an unexcused absence. Absences that are not attributed to one of the reasons above will be marked as unexcused. An unexcused absence is considered "truancy" or failure to attend school without a permitted excuse.

Some examples of an unexcused absence include:

1. Hunting, fishing, skiing
2. Oversleeping
3. Missing the school bus
4. Failure to attend school
5. Illegal employment

It is the duty of the principal to contact the Home and School Visitor who will file charges against any parent or guardian whose child has more than the equivalent of three illegal days of absence.

3. **After 7 total days of excused or unexcused absences**, the building principal will send a letter to the student's parent(s)/guardian(s) indicating that a physician's excuse may be required if the absences continue. Upon the 10th day of absence, the building principal will send a letter to the student's parent(s)/guardian(s) stating that all future absences will only be deemed legal when a doctor's excuse is presented upon the student's return.

4. Absences accompanied by a doctor's excuse, absences resulting from childhood diseases, and suspensions will not count toward the 7 day and 10 day notices.

Other Attendance Situations:

Tardiness: Any child who arrives after the scheduled beginning time for any session is required to present a note of explanation from a parent/guardian. After the first five (5) tardies and after each subsequent fifth tardy the principal will send a notification letter to the parents/guardians.

Early Dismissal: If a child is to be dismissed early, a note must be sent with the child on the day he/she is to be excused (or the day prior to the early excusal, if possible). The note should include the date and time the child is to be excused and the reason for the excusal. Parent(s)/guardian(s) must pick up the student from the main office of the building.

In case of an emergency, parent(s)/guardian(s) should phone the school office and provide the necessary information. This will allow time to verify the call with the information on the student's registration card.

Vacations: Pupils may be excused from school attendance to participate in an educational trip and/or "Take Your Child to Work Day" provided that:

- the school is notified in writing at least two (2) weeks prior to the trip;
- the student is willing to make up missed work;
- in any given year, the family educational trips do not exceed a total of five (5) school days;
- the student has not accumulated ten (10) or more absences that school year;
- no standardized testing is occurring. (PSSA, Cognitive Abilities Tests)

Perfect Attendance: shall be defined as 180 full days of attendance for all school days on the academic calendar. Any absence, late arrival or early dismissal will perfect attendance exclude a student from achieving perfect attendance.

Outstanding attendance: shall be defined as being absent no more than three (3) cumulative days for students in grades K-4 and no more than two (2) cumulative days for grades 5-6. If a student receives an excessive tardy letter, he/she will not be eligible for any attendance award.

NOTES: The student is responsible for securing and completing all assignments assigned during the period of absence. Students who do not attend school during the day cannot participate in after-school activities.

BICYCLES/SKATEBOARDS/IN-LINE SKATES

Due to the possibilities of accidents and tampering, bicycles are not to be ridden to/from school. It is the policy of the Norwin School District that no person shall use skateboards or in-line skates upon the property and grounds of the Norwin School District. Any person violating this policy will be deemed a defiant trespasser pursuant to Section 3503 of the Pennsylvania Crimes Code and shall be subject to summary criminal prosecution.

Bicycles can be used on school grounds when school is not in session. Bicycles are limited to the street and should not be ridden on sidewalks

CHANGE OF STUDENT INFORMATION
ADDRESS, PHONE, EMAIL, ETC.

Up-to-date, accurate information is crucial to successful home-school communication. We recognize that phone numbers and e-mail addresses frequently change. This is especially true of primary guardians but also for emergency contacts. Any change of information, especially with addresses, phone numbers, e-mail addresses, custody agreements and student medical information should be reported to the principal's office as soon as possible after the change occurs.

CHARACTER EDUCATION
Policy 118

The Mission Statement of the Norwin School District states:

"Through quality educational experiences, the Norwin School District prepares students to become productive and responsible citizens in an ever-changing society." In striving to fulfill this mission, Norwin implemented a concise and comprehensive Citizenship and Character Education model. The Character Education Program at the elementary level has adopted the following seven character traits: Respect, Responsibility, Honesty, Caring, Fairness, Courage, and Perseverance. Our goals are to provide a platform to help students to build the attributes of good character, to improve relationships between professional/support staff personnel and student, and to strive to end bullying. In addition, this initiative will provide an opportunity to improve service learning for students as well as professional development for staff members.

While Norwin recognizes that character education and good citizenship exist informally, this process will formalize our current culture. It is our desire that students and the school community embrace the motto, "A Knight will always do what is good and right."

CHEATING

The Norwin School District will not condone cheating in any form. More information can be found on pages 6 & 49 in this handbook or online on Norwin's website.

CLOSING OF SCHOOL

Prior to Beginning of School Day: When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or they may be closed. Parents are requested not to call school buildings. Listen to radio station KDKA (1020), or WTAE (1250) for the latest information. A one hour delay may become a two hour delay, or the weather may worsen and result in school being canceled.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. Depending on the road conditions in the area of residence, parents may decide not to send their children after a school delay. The district will respect this decision and record the absence as legal.

Breakfast is not served on days school is delayed.

Kindergarten on Delayed Openings:

	A.M. Session	P.M. Session	Time
Regular Day	9:00 – 11:55	12:35 – 3:30	2:55
One-Hour Delay	10:00 – 12:30	1:00 – 3:30	2.30
Two-Hour Delay	11:00 - 1:00	1:30 – 3:30	2:00

During the School Day: Parents should make prior arrangements for a place for their child to stay if an emergency causes an early dismissal of school. These arrangements should be shared with your child(ren) and recorded on the Emergency Care Card.

COMPLAINT PROCEDURE

When a parent/guardian has a complaint, it is district procedure that it be resolved at the lowest possible level. The process typically would follow these steps when there is a classroom concern:

First, classroom teacher
Second, building administrator
Third, Assistant Superintendent of Elementary Education
Fourth, Superintendent of Schools
Finally, School Board

Following this procedure will insure that the process is not delayed. All complaints must be filed in writing within ninety (90) calendar days from the alleged incident.

CURRICULUM

The Norwin Elementary Schools provide an educational program designed to develop a strong foundation for lifelong learning.

Kindergarten prepares children emotionally, socially, and mentally for the years ahead. This includes attitudes, habits, skills and interests necessary for success in school. Specific emphasis is placed on readiness skills for reading and mathematics.

The early elementary grades emphasize reading, language and mathematics. While the majority of the school day focuses on these areas, children also receive instruction in social studies, science, health and spelling.

As children advance to the upper elementary grades, the content areas are given a greater portion of the school day. Reading and writing are applied across the curriculum in addition to the language arts curriculum requirements.

All Norwin elementary students receive instruction in art, music, physical education, computer use, and library science on a regular, scheduled basis.

Since children develop at different rates, programs are available for children who may need additional support. Parents should contact their child's teacher should there be a concern in this area.

DISCIPLINE

Discipline within the Norwin School District is regarded as a process which strengthens and corrects students through a program of teaching, supervision and, when necessary, just and constructive punishment. Consequences for misbehavior may include verbal reprimand, loss of privileges and/or extra activities, detention, suspension or other intervention determined necessary by school personnel. Since a child's focus must be on learning, bullying, teasing, and intimidation will not be tolerated.

Students are provided a copy of Norwin's Board-approved Student Rights, Responsibilities and Discipline Code and instructed to review the code with their parents. Compliance with these policies is mandatory for both students and parents.

At the elementary level, a progressive approach of utilizing levels of discipline with students who violate school rules is in effect. These levels are for illustrative purposes only and are not meant to be an exhaustive list. Infractions range from Level I (Minor or Initial Misbehavior) to Level IV which includes very serious acts that pose a threat to safety of others in school.

Level I infraction is defined as a minor or initial misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Examples of Level I infractions include:

Disruptive behavior
Classroom tardiness
Cheating or lying
Intimidation; agitating others
Non-defiant failure to complete assignments or carry out directions
Eating in unauthorized areas
Gambling
Wearing inappropriate clothing
Inappropriate behavior
Continuation of unmodified Level I misbehavior

Level I infractions will be handled by teachers or administrators who will use one or more of the following responses/options:

Verbal reprimand
Personal talk
Isolation within classroom
Special assignment (i.e. letter of apology/explanation)
Withdrawal of privileges
Detention
Parental contact
Guidance referral (requires parent/guardian approval)
Time out

Level II infraction is defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel at the administrative level because the implementation of Level I disciplinary options failed to modify the behavior. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious

enough to require corrective action on the part of administrative personnel.

Examples of Level II infractions include at the elementary level, a progressive approach utilizing levels of discipline with students who violate school rules is in effect. These levels are for illustrative purposes only and are not meant to be an exhaustive list. Examples of Level II infractions include:

Acting in an insubordinate manner
Showing flagrant disrespect to school personnel in word and/or gesture
Failure to attend assigned detention
Bus discipline referral
Using forged notes or excuses
Leaving school grounds without permission
Misbehavior at school-sponsored activity
Possession of obscene material
Attempting to gain advantages from another student

Level II infractions will be handled by teachers or administrators using one or more of the following responses/options:

Warning/Reprimand
Schedule change
Modified day
Withdrawal from extra activities
In-school suspension
Parental conference
Detention
Parent observation

Level III infractions are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. The school will take corrective measures to remediate the situation in the best interest of all students. Examples of Level III infractions include:

Continuation of unmodified Level I and/or Level II behavior(s)
Fighting/Bullying
Vandalism (minor)
Harassment
Petty theft (stealing)
Possession of tobacco products
Threats to others
Indecent exposure

Level III infractions will be handled by administrators using one or more of the following responses/options:

Temporary removal from class
Parental conference
Withdrawal from extra-curricular activities
In-school suspension
Restitution of property damages
Clean and/or repair damaged property
Charges filed with local magistrate

Level IV infractions are defined as acts which could result in danger to persons/ property or pose a threat to the safety of others in the school. These acts are serious in nature and will always require direct intervention by administration. Examples of Level IV infractions include:

Continuation of unmodified Level I, Level II, and/or Level III behavior(s)
Possession/use/transfer of dangerous weapons/objects
Assault/battery
Vandalism (school or staff property)
Theft/possession/sale of stolen property
Arson, bomb threat, false fire alarm
Furnishing/selling/using/possession of illegal drugs (includes alcoholic beverages)
Use of tobacco products
Possession of lighted match, cigarette lighter or other incendiary device

Level IV infractions will be handled by administrators using one or more of the following responses/options:
Informal hearing with building administrator
In-school suspension
Exclusion from school
Referral to appropriate law enforcement agencies
Referral to appropriate support service/agency
Restitution for property/personal damages
Formal hearing with district administration
Formal hearing with Board of School Directors
Charges filed with local magistrate

Bullying/Cyber Bullying Policy

Bullying shall mean unwelcome harassment, attacks, or comments directed by a student or group of students towards another student or group of students by means of intentional electronic, written, verbal or physical acts or series of acts. Prohibited bullying may occur in the school setting or outside the school setting, if it impacts the school environment and is severe, persistent or pervasive. Bullying can take many forms and can include a variety of behaviors, such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs
3. Emotional bullying, i.e. spreading rumors, ridiculing and manipulating social relationships
4. Threats and intimidation
5. Extortion or stealing
6. Racial, ethnic or gender-based verbal or physical abuse
7. Spreading false information about a person
8. Cyber bullying

Bullying has the effect of doing any of the following:

1. Interfering with a student’s education
2. Creating a threatening environment
3. Disrupting the orderly operation of the school

EMERGENCY DRILLS

Once each month, each school will conduct a fire drill in compliance with state law. During the drill, all persons must leave the building and remain outside until given permission to return. Parents are encouraged to support the school in emphasizing the importance of these drills and the need for cooperation and compliance.

In addition, bus evacuation and emergency drills are conducted twice each school year and each spring our schools participate in a weather emergency drill.

ENTRANCE REQUIREMENTS & VERIFICATION OF IMMUNIZATION

Admission of Beginners: To enter kindergarten or first grade a child must meet the following age requirement:

Be five years old before September 1 of the school year in which he/she enters kindergarten.
Be six years old before September 1 of the school year in which he/she enters first grade.

Documentation of Age: The law requires that a parent or guardian show duly certified evidence of age for all children entering school for the first time.

Documentation of age may be satisfied by:

- Original Birth Certificate; notarized copy of Birth Certificate
- Baptismal Certificate; copy of the record of baptism - notarized or duly certified and showing the date of birth.
- Court-order guardianship papers or Decree of Adoption
- Valid passport

Birth Certificate replacements may be obtained through the Department of Health/Dept. of Vital Statistics, P.O. Box 1528, New Castle, PA 16103 for a fee.

Verification of Immunization: The law requires that a parent or guardian show duly certified evidence of specific immunizations for all children entering school.

Children starting school in Pennsylvania need these properly spaced immunizations:

- 4 doses of Tetanus and Diphtheria
  (1 dose after age 4)
- 3 doses of Polio
- 2 doses of Measles, Mumps and Rubella
- 3 doses of Hepatitis B
- 2 doses Chicken Pox (or verification of disease)

Keep a record of your child's immunizations in a safe place. Call your doctor or local state health center for immunizations or call 1-800-986-KIDS for a clinic near you.

If your child has not received the proper immunizations please make arrangements with your family physician or Health Department at 724-832-5315. Your child may be excluded from school if immunizations are not completed by September 1. If there is a medical reason why your child should not be fully immunized, the state requires a certificate from your physician. If you object to immunizations for moral or religious reasons, the state requires that you sign a form to this effect at school. Non-Immunized students may be excluded from school in certain circumstances.

ENRICHMENT - REMEDIATION TIME (ER)

Students in grades 1 through 6 and full day kindergarten will participate in a period called Enrichment - Remediation (ER).

ER is a program which allows students to take part in a variety of learning activities geared specifically to their strengths and needs. Some students will remain in their usual classroom, while others will move to another classroom in their grade level. None of the work that a child completes during ER will be graded.

We are confident that, with your support, ER will help us meet the individual needs of each of our youngsters. If you have any question, please do not hesitate to contact the principal in the building your child attends.

EXCUSE FROM INSTRUCTION/ASSESSMENT

Parents/guardians have the right to have their children excused from specific instruction if that instruction conflicts with their religious beliefs. Requests must be made in writing to the Assistant Superintendent of Elementary or Secondary Education, signed and state the specific elements of instruction from which the student is to be excused. The request must be submitted at least six (6) school days in advance of the instruction occurring and include the reason for requesting the excusal. This entire policy, 105.2 Excuse from Instruction/Assessment, can be found on the District website.

FIELD TRIPS/ENRICHMENT ACTIVITIES

Activities to support the elementary curriculum may become available through district funds or with the generous support of your local PTA. These activities may be held within the school or off-site. The decision as to the specific activity is the responsibility of the classroom teacher(s) based on curriculum needs.

In order to provide a safe and orderly environment for these learning experiences, the following guidelines will be followed:

- Each child will be required to provide a permission slip signed by a parent or legal guardian.
- Students may be denied these opportunities for health reasons or uncooperative behavior; the building principal may make participation of such students' contingent upon a parent or legal guardian accompanying the student.
- Grades K-6 must have a minimum of one adult chaperone for every twelve students. The teacher(s) may, based on the activity, reduce the adult-child ratio. The adult chaperones will be selected by the teacher(s). For PTA-funded events, only PTA members may participate. Preference will be given to PTA members who demonstrate reliability, cooperation and trust. Every effort should be made to provide both male and female chaperones for each activity.
- Parents are urged not to travel independently to the activity. Those who do are not permitted to join the school group or remove their child from the school group. All children and chaperones participating in a school-approved field trip must ride the school bus to and from the event.
- Parents are prohibited from using tobacco products or consuming alcoholic beverages while chaperoning student activities.
- Parents are not permitted to purchase souvenirs, food items, clothing, etc., unless this option is made available to all children on the field trip.

- Pictures are often taken by chaperones while on field trips. To maintain the confidentiality of our students and staff, pictures of our students and staff are not permitted to be shared via an individual's social media account. Pictures may be submitted to the PTA for the yearbook or to the main office secretary for posting on the school website

Questions or concerns about any enrichment activity should be referred to the school principal.

FIGHTING

The Norwin School District will not condone fighting under any circumstance. Please refer to the Students Rights, Responsibilities and Discipline Code for more information.

FOOD AND NUTRITION SERVICES
Policy 255.1, Procedure 255 and 255.1

The Norwin School District offers wholesome well-planned meals for breakfast and lunch at a nominal cost. The same meals are provided free or at a reduced cost for families meeting income guidelines. Families can apply at any time there is a change in family size or income status. The Norwin School District now uses a statewide on-line, paperless Free & Reduced Application System. Households with computer access are requested to apply online at www.paschoolmeals.com which can also be found under "Forms" on the Food and Nutrition Services page of the District website. Paper applications will only be used upon request by calling Food & Nutrition Services.

Title I programs are affected by the number of children approved for free/reduced meals. If you fall within the income guidelines, you are encouraged to apply.

Questions about cafeteria services should be directed to the Director of Food and Nutrition Services (724-861-3038) or cafeteria manager.

Breakfast: A hot or cold meal is available in the cafeteria for all children who arrive in time to complete the meal prior to the start of the school day. Students are to be in their classrooms by 9:00 a.m. Students are permitted to enter the cafeteria from busses or carpool as early as 8:30 a.m. on all regular school day to eat breakfast. On weather-related School Delay days, breakfast will NOT be served. Children are not permitted to bring a breakfast from home to eat at school.

Lunch: Parents are encouraged to allow their children to purchase the school lunch. Meals can paid for by submitting a check to the cafeteria staff; please make checks payable to "Norwin Food Service". Parents can also choose to use RevTrak (available through Skyward Family Access) to pay for lunches by credit/debit card.

Prices:

Daily Breakfast	$1.35
Daily Lunch	$2.50
Daily Milk	$ .60

Milk is encouraged for all children and can be purchased on a daily basis by those who bring a lunch from home.

It is the responsibility of the parents/guardians to provide a healthy meal for their child. Parents/Guardians

who choose to meet that responsibility by using Norwin's Food and Nutrition Services must maintain sufficient funds in the student's account to cover the cost of meals. Parents should access their child's account in "Family Access" regularly to check balances and monitor food choices. Food and Nutrition Services will provide a meal for students who forget to bring money. The meal will be charged to the student's account

Preventive Intervention

Step 1: When a student's account reaches $5.00 remaining in their account, the student will receive a verbal reminder.

Step 2: When a student's account reaches $2.00 remaining in their account, the student will receive a verbal reminder.

Negative Balance Interventions

Step 1: When a student's account reaches a negative balance, a written reminder will be sent home with the student.

Step 2: If the students charges additional lunches with a negative balance, a second reminder will be home with the student.

Step 3: If payment is not received, and the charge is for three meals, the cafeteria manager will call the parent to tell him/her that we have been feeding the child in good faith and that money is owed to the student's account. The manager should also explain the current status in number of meals, and quote the total dollar value of charges outstanding.

If the account is not brought out of a negative balance, the district may contact the North Huntingdon Police Department in order to help collect the funds.

Students who have outstanding food charges will not be permitted to order/ receive yearbooks. Additionally they will not be permitted to participate in Book Fairs, Santa Workshops or Kennywood Discount Days until the charges have been paid.

Expected Behavior: Breakfast and lunch provide a time for students to relax, enjoy a nourishing meal and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules:

1. Be polite to the cafeteria staff.
2. Use proper table manners.
3. Raise hands to ask questions of the cafeteria staff.
4. Talk quietly.
5. Walk at all times.
6. Clean up after eating.
7. Do not loan or borrow money.
8. Do not trade or sell food.

Student misuse of lunch time may result in the following consequences:

1. Verbal reprimand by cafeteria personnel.
2. Change in seating assignment.
3. Referral to principal
4. Parent contact and/or conference.

5. Loss of cafeteria privileges.
6. Other consequence as determined by the principal.

GUIDANCE COUNSELORS

Each elementary school has the availability of a trained counselor to assist parent(s)/guardians(s) and students with educational, social and emotional concerns. In K-4 buildings the counselor is available three days of each six day cycle. Hillcrest Intermediate counselors are in the building daily.

In addition to individual guidance services, Norwin School District also has a Student Assistance Program (SAP) available in each building comprised of administrators, school nurses, guidance counselors, and teachers. The SAP team facilitates collaboration between home and school and provides interventions to help students overcome barriers to learning, which may include emotional, behavioral, or academic concerns.

GUM CHEWING

Gum chewing is not permitted. This includes lunch periods, play periods, and on school vehicles.

HEALTH SERVICES

The school nurse is available during the school day to care for the health needs of the students. Students should not be sent to school ill, expecting the nurse to treat them.

Please do not send your child to school if any of the following signs or symptoms is present in the **past 24 hours:**

- Elevated temperature (100 degrees or greater), you child should be fever-free, without medication, for 24 hours before returning to school.
- Vomiting
- Diarrhea
- Red/pink inflamed eyes/lids or any drainage or crusting of eyes (conjunctivitis/pinkeye)
- Contagious diseases- Your child must remain home when he/she shows symptoms of a contagious disease such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, and head lice, to name a few.

Students who feel they have an illness or injury should report to their teacher who will send the student to the Health Room. If the nurse is not available, the teacher will send the student to the main office.

Medication to be administered at school:

Sometimes medications need to be given during school hours. Certain procedures must be followed to ensure the safety of all children. No medication will be given, including over-the-counter products, without parental authorization and medical prescription for a doctor. Medication Administration Forms may be obtained through the school nurse.

1. PRESCRIPTION ORDER – All medications even over-the-counter-medicines must have a prescription from the doctor with the child's name, medication to be administered, dosage and frequency/time to be administered.
2. LABELED PRESCRIPTION BOTTLE/CONTAINER – At the pharmacy, ask for a container for school with the complete prescription label on it.

3. ORIGINAL CONTAINER – All over-the-counter medicines must come in the original package/box.
4. MEDICATION ADMINISTRATION FORM – Parent must sign this form and return it to the school nurse.
5. EXPIRATION DATE – Check the expiration date of medications before sending them into school.
6. All medication is to be stored and administered in the Health Room.
7. The child is responsible for reporting to the Health Room for his/her medication at the designated time.
8. If cough drops or throat lozenges are needed, please send in with a note to the nurse. Cough drops and lozenges will be kept and administered in the nurse's office as we are concerned about the choking hazard they present to children
9. Students are permitted to possess and self-administer asthma inhaler and/or Epi-pen in school under certain conditions. Contact your child's school nurse for details.

Schedule of Examinations: State law requires a ***physical examination*** for all students in grades kindergarten, six and eleven. This exam may be done by your private physician or the school doctor. The school provides a special form to be completed by your private physician.. Private physician physical exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school doctor. The school nurse will notify the parents/guardians prior to the physical exams being completed.

State law requires a ***dental examination*** for all students in kindergarten, third and seventh grades. This exam may be done by your private dentist or the school dentist. The school provides a special form to be completed by your private dentist. Private dental exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school dentist. The school nurse will notify the parents/guardians prior to the dental exams being completed.

Health screenings completed by the school nurse include:

Height & weight screening - will be completed on every student every year according to the State School Health Code.

BMI screening- (Body mass index) BMI is a calculated number using height & weight measurements. This will be done on every student every year in accordance with the State Health Code.

Vision screening - Near and Far vision testing will be completed on every student every year according to the State School Health Code.

Hearing screening will be done on students in grades kindergarten through third, seventh and eleventh according to the State School Health Code. Students with hearing problems will be tested yearly.

These screening results will be entered into skyward within one (l) week after the screenings have been completed.

Regulations for the Control of Communicable and Infectious Diseases:
The following diseases are classified as communicable. Any child suffering from any one of these shall be restricted to his/her own premises during the interval below:

Disease:	**Restriction Period**
Chicken Pox	Readmitted to school at least five (5) school days after first eruption appears or until vesicles become dry.
Conjunctivitis (Pink Eye)	Readmitted to school after 24 hours of medication has been administered and absence of eye drainage.
Streptococcal Diseases Impetigo Strep Throat Scarlet Fever Scarlatina	Readmitted to school 24-48 hours after medication has been administered and absence of fever without the aid of medication.

Other Conditions: Persons absent or excused from school due to head lice, body lice, scabies or ringworm may be readmitted after initial treatment with the approval of the school nurse.

Parents who suspect any of the above conditions should contact the school nurse so that surveillance of other children can be initiated.

Emergencies at School: We make every attempt to safeguard your child's health at school. In the event of an accident, illness, or medical emergency, we will use the contact information on the Emergency Care Card to contact the parent or other emergency contact listed on the card. It is the parent's responsibility to update emergency phone numbers.

When a parent or guardian cannot be reached, using reasonable discretion, the child will be transported by ambulance to an appropriate medical care facility.

Immunization Requirements: See Entrance Requirements.

Special Health Problems: It is the parent(s)/guardian(s) responsibility to notify the school nurse and staff when a child has special health needs, i.e., epilepsy, diabetes, etc. Such notification should include special directions, precautions, etc., for school personnel.

HOMEBOUND INSTRUCTION

Homebound instruction may be provided for any child who is unable to attend school for a period to exceed two weeks because of his/her physical condition. A request for instruction should be made through the building guidance counselor. A doctor's statement specifying the nature of the illness and the anticipated duration of absence must accompany this request.

HOMEWORK

Homework within the Norwin School District is to be regarded as a continuation of the learning process started in school. Without it, many of the concepts presented at school would be lost. Here are some ways to help your child:

- Provide a place for children to study, work and read.
- Eliminate as many distractions as possible.
- Be a facilitator in the learning process by guiding, not taking over, and by encouraging children

to realistically evaluate their own work.

- Help your child learn to schedule time: Do you want to study before dinner and then play afterwards?
- Ask about your child's assignments each day. Discussion reinforces learning; knowing that parents are interested fosters success in children.
- Encourage daily review as a habit, not just when it is assigned. This is an invaluable tool in increasing and maintaining achievement.
- Encourage independent reading.
- Set an example by continuing to read study and learn yourself. Read or do your "homework" during your child's homework time.

Daily Assignment Guidelines:	Primary Grades (1 – 2)	30 minutes
	Middle Grades (3 – 4)	45 minutes
	Intermediate Grades (5 – 6)	60 minutes

ID CARDS: STUDENT IDENTIFICATION CARDS

Each year, each student receives an Identification (ID) Card with his or her school photo. Student Identification Cards are issued at the beginning of every school year. It is the student's responsibility to maintain a useable ID card to be used for the following:

- Borrowing library materials. (5-6)
- Purchasing cafeteria meals.
- Nurse visits
- Must be replaced at the student's expense if damaged, lost or defective due to tampering or improper care. There is a $1.00 charge for the first replacement card and $5.00 for each additional replacement.

The charge for the ID card *may* be deducted from the student's cafeteria account.

INSURANCE

The Norwin School District does not provide insurance coverage for accidents that may occur. Parents may choose to purchase accident insurance from an independent insurance carrier. Information regarding student insurance will be available in the school office. Applications may be obtained at any time by contacting the school office.

KNIVES AND OTHER DANGEROUS IMPLEMENTS

Students are not permitted to bring knives, look-alike weapons, or other dangerous implements to school. If a dangerous implement is brought to school, it will be confiscated. Disciplinary action will take place according to the procedure within the District's Student Rights, Responsibilities and Discipline code.

LIBRARY POLICY

Kindergarten students are permitted to borrow one library book. Students in grades 1-6 may borrow two. Books are considered overdue after two weeks. Students who have overdue or damaged library books are not permitted to sign out any additional books until overdue or damaged books are paid for or returned to the library. Students who have outstanding fines may be excluded from school activities at the discretion of the building principal.

LOST AND FOUND

Many quality items are left at school each year. If your child is missing an article of clothing or other item(s), the lost and found box should be the first place to be checked.

MEDICINES

Refer to Health Services

MONEY

The Norwin School District is not responsible for money or other valuables lost, misplaced or stolen. If money needs to be sent to school, parents are encouraged to place it in a sealed envelope with the child's name, their homeroom, the amount within the envelope and the intended purpose of payment clearly printed on the envelope.

MUSIC LESSONS - INSTRUMENTAL

Instrumental lessons are available to all students beginning in fifth grade (fourth grade for stringed instruments). A letter will be sent home with each fourth, fifth and sixth grade student explaining the instrumental music program. Should you decide to have your child learn to play a musical instrument, simply fill out the form and return it to school. You will be advised by the instrumental music teacher as to when lessons will begin.

PARTIES/CELEBRATIONS

Invitations for birthday or other parties are not to be delivered at school unless the entire class is invited; or if the party is gender specific, all boys or all girls are invited. Several celebrations are planned throughout the course of the school year in cooperation with PTA to provide a break in the academic routine and reward students for their efforts.

Currently the following celebrations take place in Norwin's K-4 elementary schools: Halloween, Christmas, Valentine's Day and Easter. These celebrations are limited to the last hour of the school day as determined by the elementary administration.

Grade 5 - 6 celebrations will be planned to support the curriculum at times selected by teacher teams.

Guidelines set forth by the Pennsylvania Department of Education encourage healthy snacks such as vegetables, fruits, popcorn and whole grain products. Only store bought items should be sent in for students and all store

bought items must include a list of ingredients. Homemade items are not permitted and will not be distributed to students. Please prepare items in individual portions for easier distribution to students. Norwin's Food and Nutrition Services has snacks available for purchase at a nominal fee.

PERSONAL APPEARANCE

Students are not permitted to wear the following items: mesh or see-through shirts; spaghetti straps, strapless tops, or shirts which advertise illegal/deviant behavior or profanity, tennis shoes that light up the entire bottom of the shoe, shoes that play games, or shirts which are low-cut or expose the midriff. Bottoms with rips or frays must not expose skin above the knee.

All clothing worn during special days such as Backwards Day, Crazy Clothes Day and so on should in no way cause an interruption in regular educational routines. At the discretion of the building principal, students may be instructed to change what they are wearing or parents may be called in to bring in a change of clothes.

PETS

Pets are not permitted in school without the permission of the building principal.

PTA

The Parent-Teacher Association is active and supportive in all elementary schools. All family members are encouraged to become members of this worthwhile organization. Contact the school for further information regarding membership and dates of meetings.

RECESS

Recess provides an opportunity for regular, supplemental physical activity for all students. Proper behavior is expected from all students while going to the playground, on the playground, and returning from the playground.
Improper behavior may result in loss of recess privileges or other disciplinary measures.

During winter months, recess may be conducted indoors. Students should find some activity that can be done safely in the classroom. When outdoor recess is conducted, only those students properly dressed for the weather conditions will be permitted outside.
The following rules shall apply during recess:

1. Respect the school's property while at play. Proper areas have been provided; there is no excuse for the misuse of school property.
2. Dangerous games or activities such as camel fighting, climbing trees, tackle football, or any activity the supervising teacher may decide to be dangerous are not permitted.
3. Baseballs are not permitted to be used either at recess or in school.
4. Parked school buses and automobiles are out-of-bounds for all pupils.
5. With the arrival of winter, students are reminded that snow balling is not permitted. Slides on cement walks, banks, or driveways are also prohibited.
6. Clothing and boots/shoes should be free of snow/water before entering the building.
7. Go to/from the play area quietly.

REPORT CARDS/ PROGRESS REPORTS

Report cards/progress reports will be distributed electronically via Skyward Family Access, the same system used to monitor grades, attendance, and to check homework. The Family Access link is http://student.norwinsd.org . If you have forgotten your password to access the system, click on the link "Forgot your login/password" located below the Sign In button on the log on screen and follow the directions.

If you are a new user, you will need to activate your account. Go to the website link at: http://www.norsinsd.org/familyaccess and click the link **Family Access Registration Form**. Complete and submit the form. Once this information is processed, you will receive an email that includes your username and password.

The Norwin School District employs the following grading system in grades one to six:

A	Excellent	O	Outstanding
B	Above Average	S	Satisfactory
C	Average	N	Needs Improvement
D	Below Average	U	Unsatisfactory
F	Not Passing	*	Adapted Curriculum

The following percentage scale is used as a guide to report progress beginning in grade one to six:

92 – 100.0%	A
82 – 91.9%	B
70 – 81.9%	C
60 – 69.9%	D
59.9 % & below	F

RETENTION

Whether or not a child should repeat a grade level is a major decision in a child's education sequence. Parents and school personnel must consider the child's physical, mental, social and emotional development, as well as academic achievement. For this intervention to be successful the indicators must be positive and the child needs to understand the extra year is to help, not to punish. In kindergarten parents have the final say as to whether or not the retention will occur. In other grades, parental input is considered as part of a team decision. The final decision is made by the team and in the best interest of the child.

RIGHT TO REQUEST PROFESSIONAL QUALIFICATION OF THEIR CHILDREN'S TEACHER(S)

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This is to inform you of your rights to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.

- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SAFEGUARD PROGRAM

All Norwin Elementary Schools (K – 4) participate in a before and after school child care program operated by Creative Adventures Learning Center, titled Safeguard Program, that offers a daily program plan which includes indoor and outdoor activities, homework supervision and afternoon snacks. Unless enrolled in the Safeguard Program, no students will be permitted in any Norwin elementary building before 8:45 a.m. (Note: Children may enter the building thirty (30) minutes prior to the start of school to participate in the breakfast program.) Hillcrest offers Safeguard from 3:00 – 6:00 p.m. only.

Pre-registered students may use the service daily or occasionally as needed.
Additional information concerning the program can be obtained from Creative Adventures at 724-864-1004.

SCHOOL DAY

Elementary (K – 4)		Intermediate (5 – 6)	
Regular School Hours:	9:00 a.m. – 3:30 p.m.	Regular School Hours:	8:00 a.m. – 2:50 p.m.

Kindergarten Hours	A.M. Session	P.M. Session
Regular School Hours:	9:00 a.m. – 11:55 a.m.	12:35 p.m. – 3:30 p.m.
One Hour Delay	10:00 a.m. – 12:30 p.m..	1:00 p.m. – 3:30 p.m.
Two Hour Delay	11:00 a.m. - 1:00 p.m.	1:30 p.m. – 3:30 p.m.

SCHOOL PROPERTY

Students are responsible for all items assigned to or used by them. They will be required to reimburse the Norwin School District for anything lost, damaged, or defaced. This includes textbooks, library books, school materials, facilities, computers, and school property.

SCHOOL SAFETY

School Safety Overview

The safety and well-being of your children is of the utmost importance to us. Our primary role is to provide your children a safe environment where they can grow academically, socially and emotionally.

As a District, we continually work to enhance and improve school safety. We have developed a District-wide Safe Schools Committee that includes representatives from the District Crisis Response Team, local law enforcement agencies, local EMT, the state police, representatives from local hospitals, parent representatives,

Westmoreland County Public Safety and the local media. Within our committee, several subcommittees were formed. The subcommittees meet on a regular basis and report to the larger committee.

Moreover, we have developed a Crisis Response Team that meets periodically to discuss and refine our state-approved Emergency Management plan. In addition, our Crisis Response Team assists us in providing professional development in the areas of school safety to our staff.

Entering a School Building

As part of our safety plan, our schools are locked at all times. Before entering any school building, each person will be asked to provide specific information that includes his/her full name and purpose for his/her visit. Once the doors are unlocked for entrance into the building, he/she must enter the main office and will be asked to show a form of legal identification, preferably a driver's license, to the designated personnel that will process the identification information and a visitor's pass will be issued.

Each person must buzz in separately. We do not permit people to hold the door and allow others to enter. Visitors must enter and exit through the main doors.

In the Event of an Emergency

A well-developed School Safety Plan requires effective communication to staff, parents, students and stakeholders. Therefore, we want to provide you some information about what to do and expect in the event of an emergency at one of the school buildings. Parents will receive information by a variety of methods, depending on the time and manner of the crisis. Information will be provided on an as-needed basis; however, the administration will provide as much information on the situation as possible to parents without compromising the safety of any person involved or without violating laws relating to confidentiality. Communication methods and an explanation of each are listed below.

- School Messenger: This system is designed to send an emergency message via a phone call and/or text or email message to families. It is essential that you provide the District with accurate phone numbers and email addresses. You should also alert the District when there is a change to any phone number or e-mail address.
- District Website: Emergency information may appear on the District's homepage at www.norwinsd.org
- E-Alerts: These are email or SMS text messages you can receive when the District website is updated with new and/or emergency information. Directions on how to sign-up to receive E-Alerts is located on our District webpage under the Students and Parents tab in the Emergency Procedures link.
- Letters Sent Home with Children: If the emergency is one that does not require immediate notification, we will provide information about the emergency.
- or situation in a letter that will be sent home with children.
- Local Media: There may be emergencies that will prompt us to use our local media, both newspaper, and television, to broadcast to parents.
- Parent Meetings: Parent meetings may be called following a significant emergency.

In the event of a significant emergency, we understand that a parent's first reaction will be to come to the school to pick up his/her child. When there is a significant emergency, we urge parents to refrain coming to the school because it may interfere with the capacity of emergency personnel to perform their jobs effectively. In many instances, emergency personnel will not permit access to the school buildings.

Communication to the parents by the District Public Information Officer (PIO), the spokesperson for the District, will come as soon as reasonably possible. Additionally, the District PIO will provide timely updates using the local media, the District website, School Messenger and other forms of communication as deemed necessary. Parents should consult the District website for the most factual and up-to-date information.

School Safety Contact Information:

Mr. Joseph Shigle
Norwin High School
Assistant Principal/
Coordinator of Safe Schools
724.861.3005
jshigle@norwinsd.org

Mrs. Natalie McCracken
Norwin School District
Assist. Superintendent of Elementary.
Education Public Information Officer
724.861.3022
nmccracken@norwinsd.org

You can also contact your child's building principal for information about school safety.

SCHOOL VISITATION

For the protection and safety of all our students, only those visitors who wish to attend to school business are permitted in a school building. All guests and visitors must first report to the office and will receive a **visitor's badge.** Students are not permitted to bring guests to school unless by consent of the school principal. Parents who must bring lunches, coats, umbrellas, etc. for their child(ren) are to report to the office. Under no circumstances should a parent visit, interrupt, or disturb a classroom without a visitor's badge.

Visitors

As part of the District's safety plan, our schools are locked at all times. Before entering a school building, each person will be asked to provide specific information that includes his/her full name and purpose for his/her visit. Once the doors are unlocked for entrance into the building, he/she must enter the Main Office and will be asked to show a form of legal identification, preferably a driver's license, to the designated personnel that will process the identification information and issue a visitor's pass.–

Each person must buzz in separately. We do not permit people to hold the door and allow others to enter. Visitors must enter and exit through the main doors.

Entry without approved registration may result in trespassing charges being filed with the local police.

Students are not permitted to bring visitors to school.

SPECIAL EDUCATION SERVICES

The Norwin School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 342. These services include academic support classes including learning support, gifted support, and life skills support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical handicaps, autism and multiple handicaps.

On-going comprehensive screening is done within all of Norwin's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

STUDENT INFORMATION

Our ability to communicate with parents and guardians depends upon having accurate contact information for parents and guardians. Norwin School District will hold an Information Update annually in August through Registration Gateway. This will be a Web-based way to check and update all the information the School District has on file for your family. Students in grades 5 – 6 will also need to verify they have read District information.

Additionally, it is good to be aware of the other emergency information services operated by local municipalities. Several examples as of the date of this writing include:

- Nixle, which allows trusted information from police departments to be communicated SMS, mobile application, email, and web.
    - North Huntingdon Police Department uses Nixle. Sign up for their alerts at www.nixle.com.
- Twitter:
    - North Irwin Borough has a Twitter page. Sign up at www.twitter.com and use their hashtag of @NorthIrwin.
- Municipal Facebook Pages:
    - North Irwin Borough: Visit www.facebook.com/northirwin to sign up for their alerts.
    - North Huntingdon EMS/Rescue: Visit www.facebook.com and enter "North Huntingdon EMS/Rescue" into the search bar.

If you have any questions or concerns, please feel free to contact your child's principal.

SUPPORT SERVICES

The following support services are available for children in the Norwin School District:

Autism Support Programs: Norwin has two classrooms at the K – 4 elementary level and 1 classroom at Hillcrest that are designed to address needs primarily in the areas of communication, social skills or behaviors consistent with those of the autism spectrum disorders.

Learning Support Services: Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance.

Life Skills Support Programs: Services for students with a disability who require services primarily in the areas of academic, functional and/or vocational skills necessary for independent living.

Physical Disabilities: Services for students with a physical disability who require services primarily in the areas of functional motor skill development, including adaptive physical education or use of assistive technologies designed to provide or facilitate the development of functional motor capacity or skills.

Speech and Language Support: Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

Deaf and Hard of Hearing Support: Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment.

Blind-Visually Impaired Support: Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairment or blindness.

Gifted: Students who have been identified as intellectually gifted are provided services within the regular education setting and through classes designed for students identified as gifted.

School Psychologist: Services as a member of the Child Study team, provides consultative support to the team. Conducts individual evaluation to determine eligibility and need for special education services.

Guidance Counselor: The guidance counselor is responsible for coordinating the testing program and for counseling individual students.

TELEPHONE

The telephone in the main office may be used by students only if permission is granted by the principal or secretary. Students are permitted to make calls only if absolutely necessary.

TRANSPORTATION
Procedure 215.0, 251.1 AND 812.

The District's bus service provider is First Student. Questions specific to bus stop locations, times and busses running late should be directed to First Student: 724-863-2262. Any student of the Norwin School District who is transported by bus is to load and unload at the designated stop, and ride the bus or buses which have been assigned. The school bus is not to be used as student transportation for visits, parties, etc. Parents must make other arrangements for social transportation. If a child must ride another bus due to an emergency, the parent/guardian must contact the school explaining the nature of the emergency. If approved, the child will need a bus pass. Please visit the transportation page of the district website to print a "One Day Bus Pass".

Points to Remember

1. **Student transportation is a privilege, not a right.**
2. Students should be at the assigned bus stop approximately 10 minutes ahead of the scheduled time, keeping a safe distance from the road. There is to be no running, shoving, bullying, use of foul language, tripping, fighting, snowballing, etc. while waiting for the bus.
3. Students are not to tamper with or damage bus equipment.

4. Eating or drinking on the bus is not permitted.
5. Throwing or shooting of any object is not permitted on the bus or at the bus stop. (Examples: pea shooter, rubber band, straw, ball, water gun, etc.)
6. Students must remain seated while the bus is in motion. Windows should only be opened with the permission of the driver. If the driver desires to assign seats, students will occupy the seats assigned.
7. Loud or inappropriate language on the bus or at the bus stop is not permitted.
8. The emergency door is to be opened only on the orders of the bus driver or in case of an accident or emergency.
9. Upon arriving at school, students must exit the bus in an orderly manner and walk to their rooms.
10. If long-term changes to regular bus schedule are necessary, please contact First Student and your child's teacher.
11. Visit the transportation page of the Norwin website for more information.

Audio and Visual Recording on Buses

All buses serving Norwin School District transportation needs are subject to being both audio and video recorded in order to assist in ensuring that the students are transported in a manner that protects them, as well as the school bus operator from physical injury, verbal abuse, and threats. Such recordings, both audio and video, may be utilized in all disciplinary and security investigations of students and adult employees of Norwin School District and its contracted service providers.

The driver of a school bus is in charge of maintaining discipline on the bus and has the right to verbally reprimand any student who misbehaves in order to maintain peaceful conduct.

The driver shall notify the principal, in writing, of any serious or continuous misconduct and the names of any student involved. The principal will then take appropriate action which may include a verbal warning, suspension, or some other form of punishment, as outlined in the District's Student Discipline Code.

Suspension of bus privileges does not excuse the student from school attendance. During the period of suspension, it will be the responsibility of the parent/guardian to provide transportation for the child to and from school.

VIDEO SURVEILLANCE

Balancing the right of privacy of students and staff against the District's duty to maintain order and discipline, the Norwin Board of Education has approved a policy that provides for the use of video camera surveillance on school grounds, school buses and in school buildings. Cameras shall only be installed in identified public areas, and on District-utilized transportation, except as otherwise provided in the policy. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy; i.e., washrooms, change rooms, and staff rooms. Use of video surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records.

Any activities detected through the use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and disciplinary consequences will be administered and/or criminal charges filed consistent with Board policy and procedures.

VOLUNTEERS - CLEARANCES

Volunteers can support the teacher with routine duties enabling the teacher to maximize teaching and planning time. Volunteers are also an essential part of a successful PTA in each building. Talented and happy volunteers make for a productive classroom climate.

The state of Pennsylvania has passed the Act 153 of 2014 requiring all volunteers to a comprehensive and regularly updated criminal and child abuse background check. Volunteers are required to obtain Act 34, Pennsylvania Criminal Background Report, Act 161, Pennsylvania Child Abuse History and a FBI Federal Criminal Check prior to volunteering in a building. Norwin has acquired an online system, Safekids that streamlines the acquisition of these required clearances.

Volunteers are also required to complete a training session prior to any volunteer activities within the school. Training sessions are to be completed via the Safekids system which can be accessed on the District website. Only one training session is necessary for each volunteer and does not need to be repeated if/when a child moves to a different school within the district. Contact the building principal for additional information.

Pictures are often taken by visitors or volunteers while in the building. To maintain the confidentiality of our students and staff, pictures of our students and staff are not permitted to be shared via an individual's social media account. Pictures may be submitted to the PTA for the yearbook or to the main office secretary for posting on the school website

WITHDRAWAL PROCEDURE

When a student transfers from the Norwin School District to another school the following procedures must be followed:

A. Notify the school office two days before transferring as to the date you will leave, the name of the new school you will attend and the new home address.

B. On the last day of attendance, return all books to the classroom teachers and the completed release form to the school office. A transcript of the student's grades and health records will be mailed to the new school district upon request. Parents have the right to request a copy of all records sent.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et.seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the U.S. Department of Agriculture; U.S. Department of Justice Enforcement Guidelines; and USDA Good and Nutrition Service (FNS directives and guidelines to the effect that, no person shall, on the ground of race, color, national origin, age, sex, or handicap, be excluded from participation, be denied the benefits of, or otherwise be subjected for discrimination under any program or activity for which the School Food Authority receives Federal Financial assistance from FNS: and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such records, books, and accounts as needed to

ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferee, and assignee as long as it receives assistance of retains possession of any assistance from USDA.

TITLE IX COMPLIANCE STATEMENT

The Norwin School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and is required by Title IX not to discriminate in such a manner. The district policy, not to discriminate on the basis of sex in educational programs and activities, extends to employment in and admission to such programs and activities.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator for the Norwin School District, whose office is located at 281 McMahon Drive, North Huntingdon, PA 15642; telephone number 724-863-5052 or to the Director of the Civil Rights of the Dept. of Health, Education, and Welfare, Washington, D.C.

USDA COMPLIANCE STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil rights program compliant of discrimination, complete the USDA Program Discrimination complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

NORWIN SCHOOL DISTRICT
PARENT NOTIFICATION MEDIA OPT-OUT NOTICE

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a federal law, Norwin School District is permitted to release the name, photograph, and school organizations in which a student participates, without prior consent of the student or the student's parents. From time to time, students have their pictures and comments taken for various school-sponsored activities.

Norwin students, educational programs, school events, and community-oriented activities are sometimes the subject of newspaper features, as well as television and radio broadcasts. The Internet and Web sites have also become an electronic means of informing both the school community and the general public of school activities.

The School District recognizes that these media outlets publicize our accomplishments and provide valuable information about the School District. The School District also recognizes that with the proliferation of mass media outlets parents may have concerns about maintaining a child's privacy. The Norwin School District believes that privacy issues arising from multimedia outlets in the school setting should ultimately be decided by the parents. Therefore, please read carefully the following information.

Your child's photograph (group or individual), verbal and written comments, and schoolwork may appear in various media outlets. The following are examples of such media utilization:

- Video and audio recording, interviewing and/or photographing by newspapers, television stations, and radio stations.
- Articles on World Wide Web sites written and published by newspapers, television stations, and radio stations.
- School District newsletters and publications.
- The School District's World Wide Web site, including classroom and school building Web pages.
- School newspapers and other student-related publications.
- Publication of a student's essays and artwork in print or electronic media.
- Norwin School District's internal television broadcasts.
- As instructional tools for educational purposes.
- Video replay of school productions, such as plays and high school musicals

OPT-OUT PROCEDURES

The Norwin School District will permit a student's image, verbal and written comments, and a student's work to appear in such multimedia outlets unless the parent or guardian of the student objects, in writing. Parents or guardians may object to the use of their child's image, comments, or work appearing in any form of media by submitting the Media Opt-Out Form to the principal of the building your child attends within 30 calendar days of the start of school or enrollment in the District. (Extenuating circumstances may warrant a parent making a request during the school year).

If you do not timely file a written objection, your silence will serve as implied consent. Your child's image, comments, or work may be used for any multimedia purpose unless you choose to affirmatively opt-out.

Should you have any questions or concerns regarding this Notice, please contact your child's building principal.

You may also want to review School Board Policies 802 (Web Publishing) and 205 (Directory Information) which are available on the School District's web site at www.norwinsd.org under "School Board," and "Policies and Procedures."

MEDIA OPT-OUT FORM

I do **not** wish my child to be interviewed, included in media production, articles or photos for the school, District, or classroom website, media, newspaper, yearbook, videotaping for school functions, classroom, or other instructional purposes.

_____

Student Full Name (Printed)

_____ _____

Parent/Guardian Name (Printed) Parent/Guardian Signature

_____ _____ _____

Address City State/Zip

A separate form is required for each child attending Norwin School District.

This form must be submitted to the principal of the school your child attends.

NORWINSCHOOLDISTRICT
ACCEPTABLE USE OF THE NSD NETWORK AND THE INTERNET

Overview

The Norwin School District provides Internet access to administrators, teachers, and students for educational and instructional purposes. The use of the Internet and network technology must be in an ethical, lawful, and acceptable manner. This Internet Acceptable Use Policy has been established to provide the guidelines for such use.

A. Educational Purpose

1. The Norwin School District's electronic data and communications network (NSD Network) has been established and is to be limited to educational purposes. The term "educational purpose" includes classroom activities, professional organization correspondence, career development, research, curriculum development and communication essential to the operation of the school system.
2. The NSD Network has not been established as a public access service or a public forum. The Norwin School District has the right to place reasonable restrictions on the material which all users access or post through the system. All users of this network are expected to follow the general use policy and procedure, any procedures found in school handbooks, and any applicable laws.
3. Users may not use the NSD Network for commercial purposes. This means users may not offer, provide, or purchase products or services.
4. Users shall only use electronic mail, chat rooms, and other forms of electronic communications for school-related purposes. Students may only use electronic mail, chat rooms, and other forms of electronic communication with prior teacher approval.

B. User Access to the Technical Services

The computer technology resources covered by these regulations include stand-alone computers and peripheral equipment; computer workstations connected to local area networks and/or the Internet, servers, and networked peripherals. Using networked computer workstations, students and teachers may access resources available on our local networks and worldwide over the Internet.

Users should be aware that computers, computer files, and e-mail messages are the property of the Norwin School District. The District therefore reserves the right to monitor the use of the computers and any files contained thereon. Users of the NSD Network should be aware that in the course of routine maintenance and monitoring of the system, personal files, and e- mail messages may be accessed by the District's technology staff. This may lead to the discovery that a user has violated school policy, procedure, or the law. Violation of the school policy, procedure, or law may result in the termination of network access and appropriate disciplinary action as outlined herein.

1. Computer Workstations and Local Area Networks
    a. The building principal or technology coordinator working with the classroom teachers will coordinate user access to computers and networked workstations. Access provides communication, presentation, and research tools and other applications, which supplement classroom education programs.
    b. Users may not attach personal devices either wired or wireless to the District's network without permission of the building principal and the District network coordinator.
    c. Users should be aware that personal electronic devices (i.e. PDA, cellular device, MP3 Player, iPod, etc…) used on District property may be accessed by District personnel in the course of an investigation when there is a reasonable belief that a District policy or school rule has been broken or if there has been a breach of school records.
2. The Internet
    a. Student access to the Internet will be authorized by the parent/guardian using the

Student Internet Access Agreement.

b. To allow their students to have access to the Internet, parents will sign a Student Internet Access Agreement. Parents may request alternative activities for their children that do not require Internet access. If the parents exercise this right, the students will not have Internet access.

c. Parents will be encouraged to specify to their children what material is and is not acceptable for their children to access through the NSD Network and the Internet.

d. Authorized users will have access to the World Wide Web information resources through connected computer workstations in classrooms, libraries or school computer labs. The Web, a valuable research tool for users, provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world.

C. **Usage Guidelines**

1. Personal Safety
   a. Do not post personal contact information about yourself or other people. Personal contact information includes address, telephone, school address, work address, etc.
   b. Students will not meet with someone they have met online without their parent's approval and participation.
   c. Promptly disclose to their teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Improper Activities
   a. Attempting to gain unauthorized access (hack) or attempt to go beyond authorized access to the NSD Network or to any other computer system through the NSD Network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
   b. Deliberate attempts to disrupt the computer system or destroy data by uploading/downloading and spreading computer viruses or by any other means.
   c. Using the NSD Network to engage in any other activities that interfere with the operation of the educational program or compromise the safety and security of the school system.
3. Network Security
   a. The user is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use that account. Under no conditions should passwords be shared or distributed.
   b. Immediately notify a teacher, building principal or technology staff, if a possible security problem is identified. The user is prohibited from looking for security problems, because this may be construed as an illegal attempt to gain access.
   c. Avoid the inadvertent spread of computer viruses by following the school system virus protection procedures if downloading software.
   d. Do not disable any virus protection software or security software.
4. Inappropriate Language and Graphics
   a. Restrictions against inappropriate language apply to public messages, private messages, and any material posted on Web pages, even if such communications arise from a home-based computer.
   b. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   c. Do not post information that could cause damage or present a danger or disruption to the NSD Network.
   d. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
   e. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending

him/her messages, the user must stop.

f. Do not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy
   a. Do not repost a message that was sent to you privately without permission of the person who sent the message.
   b. Do not post private information about another person.
6. Respecting Resource Limits
   a. The user will access the NSD Network only for educational purposes.
   b. Activities that are deemed by the network coordinator or district computer coordinator to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
   c. Do not download: games, music, executable files, or files larger than the capacity of a floppy disk without permission from the network coordinator.
7. Plagiarism and Copyright Infringement
   a. The user will not plagiarize works that are found on the Internet. Plagiarism is presenting the ideas or writings of others and not noting any credit to the original author.
   b. The user will respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user should follow the expressed requirement. If the user is unsure whether or not he/she can use a work, the user should request permission from the copyright owner. Copyright law can be very confusing. Any student questions should be directed to a teacher.
8. Inappropriate Access to Material
   a. The NSD Network is not to be used to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
   b. If inappropriate information is mistakenly accessed, the user should immediately notify his/her teacher or building principal as the case may require. This may protect the user against a claim that he/she had intentionally violated this policy.

D. Filtering

1. The Children's Internet Protection Act requires that filtering be on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Norwin School District has entered into an agreement with Secure Computing, Incorporated, to provide Internet Filtering. Secure Computing's Filtering Service is fully compliant with the Children's Internet Protection Act.
2. All Norwin School District computers with Internet access shall be equipped with filtering software.
3. The Children's Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses. The act specifically states:
   "An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes".

Therefore, in keeping with the above guideline of the Children's Internet Protection Act, the network administrator, an adult administrator, or a teacher for bona fide research or other lawful purposes may disable the filtering service on computers. Students or other minors for any reason may not disable or circumvent the filtering service.

E. **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the NSD Network will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligation arising through the unauthorized use of the system.

F. **Personal Responsibility**

Use of the NSD Network requires a high degree of personal responsibility. It is the nature of the technology and availability of access points, which make full supervision impossible or even advisable. As users learn the power of this technology, they must also accept the responsibility for proper use, both in rules and, more importantly, in terms of personal behavior. The practical, moral, ethical and legal attitude that they bring to the keyboard will likely define the extent to which access and use will be controlled in the future.

G. **Penalties for Unacceptable Use**

Any student who violates these procedures shall be subject to the following penalties:

1. Any violation of these procedures may result in a suspension or termination of the privilege to use the School District's computers or to access the Internet.
2. Violations of these procedures may result in student discipline, up to and including expulsion, in accordance with the procedures set forth in the Norwin School District Regulations on Student Rights, Responsibilities and Discipline.
3. Any illegal activity will be immediately reported to the police or other law enforcement agencies. The School District will fully cooperate with investigators concerning illegal computer activities.

NORWIN SCHOOL DISTRICT
SOCIAL MEDIA (STUDENTS/PARENTS)

This Administrative Procedure, #802.1, is intended to accompany the Norwin School District Social Media Policy #802.1. Policy #802.1 is incorporated into and should be read with this Procedure.
Terms used in this Procedure are defined in Policy #802.1.

Purpose

1. The Norwin School District("District") intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of the District, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Students are important and critical players in protecting these District assets and in lessening the risks that can destroy these important and critical assets. Consequently, students are required to fully comply with this Administrative Procedure and its accompanying Social Media Policy, as well as the District's Acceptable Use Policy # 802, and all other relevant District policies, administrative regulations, rules, procedures, social media websites' terms of use and other legal documents, and local, state and federal laws. Students must immediately report any violations or suspected violations to the Building Principal and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of the Social Media Policy, and provided in other relevant School District policies, regulations, rules, and procedures. Further, student conduct in violation of Policy 802.1 or this Procedure may constitute a violation of the Student Code of Conduct and subject students to disciplinary action.

Regulations

1. **Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment.** Students are responsible for complying with the District's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

2. In addition, students will be required to comply with policies and administrative procedures at the entity and/or program in which they are assigned or in which they participate. *If a student believes there is a conflict in the requirements (s)he is to comply with (s)he must bring the matter to the attention of their teacher, who will in turn assist the student.*

3. This Administrative Procedure applies to all District environments, whether the social media is used on District property, or beyond District property (including but not limited to, at a third-party's contracted property).

4. In addition to the regulations provided in the School District's Social Media Policy, some additional guidelines are set forth below. The District reserves the right to determine if any social media communication made in a school setting or otherwise causing substantial disruption to the education environment constitutes acceptable or unacceptable social media use.

- Students should not promote illegal drugs, illegal activities, violence, and drinking.
- Students should state/post only what they want the world to see. Imagine your parents, the teachers, and the administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.
- Students should stay informed and cautious for new problems in the use of social media.
- Students should comply with the rules that have been established for the School District's educational social media when they use it.

The preceding list is not exhaustive, and the District retains the right to determine whether a social media communication is violative of Policy #802.1 or other District Policy.

Further Reference: Board Policies and Procedures, Code of Student Conduct
Legal Authorization: Public School Code of 1949 – Section 5-510