
Northeast Bradford High School Student Code of Conduct



Northeast Bradford High School
Positive Behavioral Interventions & Supports
STUDENT HANDBOOK
2023-2024



Statement of Purpose

Our Vision:

Spark Curiosity, Ignite Passion, Unleash Genius

Our Mission:

The students will create a learning environment conducive to growing thinkers, fueled by a tenacious spirit of innovation, in pursuit of community-minded solutions to global issues by creating a positive school culture through adhering to the guidelines set forth in this handbook.

Shared Values:

1. We believe that all students have the potential to learn.
2. We value their unique individual talents.
3. We believe that student learning at all levels must be our primary focus.
4. We believe that through hard work and commitment we can reach our common goals.

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PBIS at Northeast Bradford High School

Northeast Bradford High School (NEBHS) is dedicated to being a place of mutual respect. It is an expectation that all members of the Northeast Bradford community - be they teachers, administrators, classified staff, students, parents, or guests - will follow the Northeast Bradford Panther's PBIS Code, and treat each other as they would wish to be treated themselves. It is expected that everyone on the Northeast Bradford campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Northeast Bradford High School has implemented the Positive Behavior Interventions and Supports (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at Northeast Bradford High School. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-wide Recognition and Acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. All students will be taught and acknowledged for following the expectations in all areas of the school. All students must be prepared, act responsibly, show integrity, be dedicated, and have empathy.

When does NEB HS's Behavioral Plan will apply to students?

- while on the school grounds
- while going to or from school
- during lunch
- during or while going to or from any school-sponsored activities
- during any other event related to school activities or attendance

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

Northeast Bradford High School PBIS Leadership Team

As a PBIS school, we have incorporated a few simple practices that are crucial to sustaining this program over time.

- We have established a representative, school-based PBIS leadership team with strong administrative presence and support. Our PBIS leadership team uses the framework of PBIS to design our school's unique set of practices.
- Our school has established a system for using behavioral data to determine the effectiveness of our system.

In 2023-2024, Northeast Bradford High School (NEBHS) developed their most recent iteration of the PBIS leadership team consisting of faculty members and administrators. The purpose of this team is to focus on developing and providing a clear system for all expected behaviors at Northeast Bradford High School. The PBIS leadership team meets regularly with the primary goal of developing a systematic program of school-wide behavioral interventions based on staff input and current research data. The leadership team also:

- Serves as a resource to help staff consistently implement this program
- Facilitates communication with colleagues, support staff and the community regarding NEBHS's behavioral expectation program
- Reviews behavior data to determine the effectiveness of the program and to recommend changes as indicated by the data

Northeast Bradford High School

2023-2024 PBIS Leadership Team

<u>Name</u>	<u>Role</u>	<u>Email</u>
Amy Brown	High School Principal	abrown@nebpanthers.com
Michael Murphy	Assistant Principal/PBIS Coach	mmurphy@nebpanthers.com
Angela Bellinger	Paraprofessional/PBIS Coach	abellinger@nebpanthers.com
Colleen Cobb	Director of Support Services	ccobb@nebpanthers.com
Jenn Babcock	ParaProfessional	jennifer.babcock@nebpanthers.com
Barb Susanj	Special Education Teacher	bsusanj@nebpanthers.com
Myron Eastman	Teacher	meastman@nebpanthers.com
Erin Earle	Teacher	earle@nebpanthers.com

PBIS: Student, Classified Staff, Faculty, and Administrator Responsibilities

Student Responsibilities

- Be **P**repared
- Be **R**espectful
- Show **I**ntegrity
- Be **D**edicated
- Show **E**mpathy

Faculty Responsibilities

- Faculty will teach, model, and practice each of the school-wide behavioral expectations and reteach these expectations throughout the year as needed.
- Faculty will establish their own classroom expectations based upon the school-wide expectations by developing a classroom matrix that will be posted in the teachers classroom.
- Faculty will use the PBIS leadership team and school administrators when working with students who fail to meet school-wide and/or classroom expectations.
- Faculty will use NHS's PBIS established acknowledgement system for recognizing students who meet and/or exceed NHS's school-wide and classroom expectations.

Classified Staff Responsibilities

- Classified staff will model and practice the school-wide behavioral expectations.
- Classified staff will expect students to abide by the school-wide behavioral expectations in common areas, and take responsibility for reminding the students of these expectations and reporting instances when the students fail to abide by them.
- Classified staff will uphold the common area behavioral expectations for the specific area(s) in which they are working.
- Classified Staff will follow school-wide discipline procedures for handling infractions of school-wide expectations.
- Classified Staff will help students settle problems safely, respectfully, and responsibly.
- Classified staff will use the PBIS leadership team and school administrators when working with students who fail to meet school-wide and/or common area expectations.
- Classified staff will use NHS's PBIS established acknowledgement system for recognizing students who meet and/or exceed NHS's school-wide and classroom expectations.

Administrator Responsibilities

- Administrators will circulate among students and observe to see that they are meeting school-wide expectations in all non-classroom settings of the school.
- Administrators will talk with students and provide feedback based on the school-wide expectations.
- Administrators will follow school-wide discipline procedures for handling infractions of school-wide expectations.
- Administrators will help students settle problems safely, respectfully, and responsibly.
- Administrators will use the PBIS team, the Three-Tiered Model, and the Behavioral Flowchart when working with students who fail to meet school-wide expectations.
- Administrators will develop and/or use the PBIS acknowledgement system for recognizing students who meet and/or exceed school-wide and classroom expectations.

Northeast Bradford Panthers Code of Conduct

In order to align with the NEB Code of Conduct, students will:

BE PREPARED

- Arrive to class and other school events on time
- Turn in all assignments on time
- Bring all materials that are needed to class
- Plan ahead for unforeseen circumstances

BE RESPONSIBLE

- Follow through on commitments
- Come prepared
- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

SHOW INTEGRITY

- Be honest, even when it is difficult
- Do the right thing, even when no one is looking
- Have patience when things do not go as planned
- Seek and accept help from others in times of uncertainty

BE DEDICATED

- Continue to work when tasks are difficult
- Attend school daily when in session
- Set personal goals and work to achieve them
- Be flexible and innovative when met with challenges

SHOW EMPATHY

- Act in a manner that does not endanger self or others
- Consider conflicts from all sides, and resolve peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying through non-judgemental consideration of others' differences
- Report unsafe situations and conditions

SWPBS– school wide positive behavior support

Modeling and rewarding appropriate behavior in order to create a positive atmosphere for which students can optimally learn.

Classroom	
Prepared	*Be on time *Bring appropriate materials *Follow directions
Respectful	*Keep hands/feet to yourself *Use all property appropriately *Be on-task *Listen to the speaker
Integrity	*Display academic leadership *Ask for help when needed
Dedicated	*Complete homework and class work as assigned
Empathy	*Listen to peers when they talk *Encourage peers to do their best *Accept differences

Cafeteria	
Prepared	*Clean hands *Deposit lunch money in account in morning
Respectful	*Respect the school's and other's property *Clean table when finished eating *Respect staff *Use inside voice *Chew with mouth closed
Integrity	*Walk *Use table manners *Only eat and touch your own food
Dedicated	*Make healthy food choices *Focus on eating
Empathy	*Allow others to sit where they choose *Encourage people to join your table *Be patient in line

Bus	
Prepared	*Be on time *Wear correct clothing *Watch for your stop
Respectful	*Respect school bus property *Throw trash in waste basket *Keep hands and feet to yourself *Follow the directions of the driver
Integrity	*Model proper behavior *Remain seated
Dedicated	*Follow the rules
Empathy	*Share your seat *Use kind words *Report any misbehavior that is disruptive to these rules

Playground	
Prepared	*Dress for the weather *Be ready to go outside and also back inside
Respectful	*Use equipment properly *Play safely *Follow directions of staff *Follow the rules
Integrity	*Model appropriate behavior *Stay in spaces permitted
Dedicated	*Use the time to play and have fun
Empathy	*Include all *Take turns *Share *Walk around games in play

Be **P**repared

Be **R**espectful

Show **I**ntegrity

Be **D**edicated

Show **E**mpathy

Restroom	
Prepared	*Wash hands after
Respectful	*Throw paper towels in trash & toilet paper in toilet *Flush
Integrity	*Use at appropriate times *Return to class promptly
Dedicated	*Use in a timely manner
Empathy	*Allow for the privacy of others

Hallway	
Prepared	*Know where you are going/location of your next class.
Respectful	*Walk quietly at a steady pace *Report directly to your next class *Keep hands and feet to yourself *Smile at others
Integrity	*Display appropriate behaviors *Allow others to cut through when there is a long line
Dedicated	*Arrive on time *Walk on the right side of the hall
Empathy	*Hold doors for others *Help others who are lost or need help *Help new students with directions



Northeast Bradford Elementary

210 Panther Lane
Rome, PA 18837

BE PREPARED. BE RESPONSIBLE. SHOW INTEGRITY. BE DEDICATED. SHOW EMPATHY.



Policies and Procedures

Tardy/Lateness Procedure

Objective: To promote a responsible, respectful, and effective learning environment.

1. You are tardy if you are not inside your classroom and ready to learn when the bell stops ringing.
2. Teachers will record all tardies beginning with the first tardy. Actions for the first 3 tardy offenses will be teacher managed. Teachers will counsel the student and refer to the tardy procedure after each offense.
3. Once the student has reached the 3rd tardy offense, teachers will make parent contact in addition to assigning the teacher managed action. Teachers will notify both student and parent that all future tardy offenses will be referred to school administration for administrator managed actions.
4. Teachers will make additional parent contact and submit an electronic Focus referral for the student's 4th and all subsequent tardy offenses.
5. If a student arrives to class more than one minute late, without a pass, it is considered a class cut. Please refer to the "cutting class" policy.

Incentives:

1. Students who arrive to class on time typically experience high grades due to more time in class and work completed.
2. See also the Recognition/Incentive Options Page

Consequences:

1. On the 4th tardy and every subsequent tardy, the principal/dean will review the documented Focus referral and call the student to the office to assign a lunch detention for chronic tardiness. The student will serve the lunch detention the following day as assigned by the administration.
2. Students who do not complete their detention obligation for chronic tardiness will be assigned a 1-day in-school suspension for insubordination.
3. After the 3rd detention for chronic tardiness, the student offense will be coded "habitual tardiness". Habitual tardiness will result in an in-school suspension.
4. After the 3rd in-school suspension, the student will meet with the Principal for additional support.

Unexcused Absence Procedure

Objective: To promote a responsible, respectful, and effective learning environment.

1. Your absence from school is unexcused if a parent or guardian has not written a note excusing your absence and turned it into the attendance office within 3 school days of the absence.
2. The attendance office must recognize the excuse as valid.

Incentives:

1. Students who demonstrate regular attendance will be acknowledged with one of the options from the Recognition/Incentive Options page.
2. Students with regular attendance experience higher grades due to more time in class and work completed.
3. Eligibility for participation in extracurricular activities.

Consequences:

1. After three unexcused absences, a child is defined as “truant.” A letter will be issued stating such, and will also list possible consequences, including fines and jail time. Bradford County truancy protocol recommends that CYS be notified.
2. After six unexcused absences, a child is defined as “habitually truant.” A letter will be issued stating such and a Student Attendance Improvement Plan will be scheduled and implemented.
3. On the seventh unexcused absence, the district will file for truancy with the district magistrate.

Dress Code Procedures

Objective: To promote a professional and respectful learning environment and readiness for the world of work.

1. Clothing must cover the body with no undergarments exposed. Unacceptable clothing may include but is not limited to the following:
 - a. Exposed midriff and/or cleavage
 - b. Backless, strapless, tube tops and/or halter tops
 - c. Pants that hang below the waistline, revealing undergarments
 - d. Sunglasses
 - e. Hats, hoodies, sun visors, and other headgear for outside wear (Note: the wearing of headwear for religious and medical reasons is permitted)
 - f. Accessories such as chains, spikes, bands etc.
 - g. Shorts must be at least fingertip length. Rips or tears in pants must be below fingertip length.
 - h. Shirts must be tight fitting to the arms, sleeveless shirts that are ripped or torn are not acceptable.
2. Shoes or sandals must be worn at all times.
3. Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane are not allowed.

Parents and students are responsible for clothing choices. Appropriate apparel for participation in physical education classes are expected at all times for students enrolled in these classes. Final decision on appropriate clothing is at the discretion of school administrators.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Student asked to change clothes.
2. Student's parent will bring new/additional clothing.
3. Student remanded in school detention room until proper dress is achieved.
4. Habitually choosing to break dress code expectations will result in parent meeting, loss of privileges, and/or the assignment of lunch detention, ISS, or OSS..

Procedures for Electronic Devices

Objective: To promote a professional, respectful, and effective learning environment.

All personal electronic devices are to be turned off and put away prior to entering the classroom and will not be in use during instructional time (unless authorized by teachers for instructional purposes). If the device is used or turned on during instructional time, it will be confiscated and turned in to the High School Office. Students who refuse to relinquish cell phones upon the teacher's first request will receive disciplinary consequences for insubordination.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. On the first offense the device will be returned to the student at the end of the school day.
2. After the first offense the student's parent or guardian will be required to come to the school to pick up the device.
3. The school takes no responsibility for the loss or damage of such devices and will not investigate loss or theft.
4. Upon the third offense, the student will be assigned a lunch detention with a recommendation from school administrator to leave the electronic device at home.
5. Upon the fourth and all consecutive offenses, the student will be assigned an in-school suspension.

Procedures for Hallway Behavior

Objective: To promote a safe, respectful, and effective learning environment.

Students will use appropriate language and voice volume when walking in the hallway and move to and from classes on time. Excessive playfulness and running are not acceptable and will not be tolerated. Individuals must be aware of their surroundings at all times and seek to resolve conflict peacefully. To avoid congestion and keep walkways clear, keep to the right at all times. All members of the school community are expected to help keep campus hallways and common areas clean.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Student counseling
2. Notification of parent(s)/guardian(s)
3. Office discipline referral

Procedure for Entering & Exiting Campus

Objective: To ensure school and student safety.

Closed Campus

Northeast Bradford High School is a closed campus; this means that students are not permitted to leave the school building during the school day except for the following reasons:

- Attend Community/Business Internships
- School approved field trips, chaperoned by staff
- Pre-approved late arrival or early release schedules

All other circumstances require students to obtain permission from the High School Office in order to leave school. Students involved in afternoon off-campus programs should not return to the school without an administrator's pre-approved notice.

Students may enter the building at 7:30 a.m. Students who would like to participate in the free breakfast program must arrive early enough to have all food consumed in the cafeteria prior to the first bell at 8:12 a.m. which signals the time to report to classes.

Visitors

All doors are locked between the hours of 8:15 a.m. and 3:05 p.m. Visitors should report to the Information Desk at the front entrance, where they will sign-in and be directed to the High School Office or other appropriate location.

After School Pick-Up

Vehicles are not permitted in the parking lot until buses have left. Parents/Guardians who wish to pick up their children in front of the school between 2:55-3:10 p.m. should park in front of the school.

Traffic flow

During the bus run, traffic flows in one direction. ALL TRAFFIC SHOULD ENTER THE CAMPUS from Gorham Road (Elementary entrance) between 8:00am-8:15am and from 3:00pm-3:10pm. Parents may enter the HS entrance if they pull in front of the high school, but may not proceed past the business office to the parking lot.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

Students who leave campus during the school day or loiter in the halls after school has ended will be subject to discipline actions that may include:

Leaving during Day

1. Lunch detention
2. Suspension

Loitering after school

1. Redirect student to appropriate location
2. Ask student to leave campus
3. Lunch or after school detention
4. Suspension
5. Loss of after school privileges

Procedures for Academic Integrity

Objective: To promote a professional, respectful, and mutually trustful learning environment.

We highly value academic integrity and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the credit on an individual assignment or a course grade. Academic Integrity violations commonly occur (intentionally or unintentionally) in the following categories.

1. **Plagiarism** - from the Greek root word for "kidnapping," *plagiarism* is the theft of someone else's ideas, words, or other work. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:
 - a. Downloading information from the Internet/other source and submitting it as one's own
 - b. Submitting as one's own work that which is copied or translated from another source
2. **Cheating** - the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. Examples include, but are not limited to the following:
 - a. Forging a signature for the purpose of earning credit in a class
 - b. Providing access to materials or information so that credit may be dishonestly claimed by others
 - c. Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others
 - d. Giving or receiving unauthorized assistance on an assessment
 - e. Falsifying or altering grade related to documents, programs, or information
3. **Artificial Intelligence**

Prohibited Actions:

 - a. Plagiarism: Students are strictly prohibited from using AI tools to submit plagiarized work as their own. Plagiarism includes but is not limited to copying and pasting text, paraphrasing without proper attribution, or submitting work created by AI tools without acknowledgment.
 - b. Unauthorized collaboration: Students must not use AI tools to seek answers or assistance from others during assessments or assignments unless explicitly permitted by the teacher.

- c. Deception: Students shall not manipulate or falsify AI-generated content to deceive others or misrepresent their academic abilities.
- d. Circumventing assessment guidelines: Students must not employ AI tools to bypass specific instructions or requirements outlined by the teacher.

Acceptable Use Guidelines:

- a. Independent thought and originality: Students are encouraged to utilize AI tools as tools for research, information gathering, or idea generation. However, the final work submitted must be the result of their independent thinking and effort.
- b. Proper citation and attribution: When incorporating information obtained from AI tools or any other sources, students must appropriately cite and attribute the information according to the designated citation style.
- c. Collaboration with permission: Collaboration among students using AI tools is permissible only when explicitly authorized by the teacher for designated activities or assignments.
- d. Honesty and integrity: Students must uphold the highest standards of honesty and integrity when using AI tools. Any information obtained through AI tools should be used responsibly and ethically.

Consequences of Violation:

- a. Academic penalties: Any student found guilty of academic dishonesty as a result of using AI tools inappropriately may face consequences such as receiving a failing grade on the assignment or assessment, being required to redo the work, or receiving a disciplinary referral.
- b. Educational intervention: In addition to academic penalties, students may be required to undergo educational intervention programs aimed at promoting academic integrity, proper research techniques, and critical thinking skills.
- c. Parent/guardian involvement: Parents or guardians will be notified of any violations and the resulting consequences, fostering transparency and encouraging their support in reinforcing the importance of academic integrity.

By adhering to this AI Use Policy, we aim to cultivate a culture of academic integrity, intellectual growth, and responsible use of technology in our high school.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1st Offense - The student will receive an administrative warning and a zero on all assignments/assessments related to the first Academic Integrity violation. The student MAY have the opportunity to redo and resubmit the assignment for partial credit under the teacher's discretion.

2nd Offense - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the second Academic Integrity violation. The student may become ineligible for membership, continuing membership, or consideration for any honor society, district scholarships, or other district honors.

3rd Offense - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the third Academic Integrity violation, and will forfeit exam exemption privileges for all his/her classes for the current and next semester. Additionally, the student will receive a grade of F (59%) in the class for the current **semester**, and be ineligible for membership, continuing membership, or consideration for any honor society, district scholarships, or other district honors.

Procedures for Anti-Bullying/Harassment

Objective: To promote a safe and healthy school environment.

A student shall not intimidate or harass another student through words or actions for any reason including race, gender, religion, and sexual preference. Such behaviors include, but are not limited to: direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.

Reports of Bullying/Harassment offenses may be submitted in the following manner:

- Written report submitted to the High School Office, forms are available in both the front office as well as the guidance office.

The Northeast Bradford High School District shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated another's right to feel welcomed and safe while at school.

Retaliation

It is a separate and distinct violation of this policy for any staff member, student or other member of the school community to retaliate against any person who reports alleged harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be addressed through application of the same reporting, investigation, and enforcement procedures as for Anti-Bullying/Harassment.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Any staff member who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including discharge.
2. Any student who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including suspension and expulsion from the Northeast Bradford High School District.
3. Any volunteer or community member who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation may be prohibited from future access to Northeast Bradford High School District's campus and sponsored programs.

Procedures for Drugs /Alcohol

Objective: To promote a safe and healthy school environment.

Northeast Bradford High School will not tolerate the use of, possession of, or association with illegal drugs/drug paraphernalia including alcohol while at school or school activities. Additionally, adult students, school staff, or community visitors may not smoke, be in possession of tobacco and lighters, or provide tobacco to minors while at school or school activities.

This procedure includes but is not limited to the following examples:

- Possession/use of any type of illegal drugs/controlled substances
- Possession/use of pharmaceutical drugs prescribed to someone else
- Possession/use of unlabeled containers of pharmaceutical drugs prescribed to you
- Possession/use of Over-the-Counter (OTC) drugs of any kind.*

*Note: All prescription medicines and OTC drugs that require administration during the school hours must be authorized by a family doctor, presented to the School Nurse for locked storage, and taken under direction of the School Nurse/designee.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Students may be suspended for up to five days.
2. Students will be referred to a drug awareness program, including SAP.
3. The state police will be contacted when appropriate.
4. On a second offense, the student will face a hearing with the school's administrative team and may be recommended for expulsion from Northeast Bradford High School.

Procedures for Avoiding Conflicts/ Fighting

Objective: To promote a safe, healthy school, and effective learning environment.

What Students Can Do to Avoid/Resolve Conflict With Staff

- Follow directions and respond politely to adult requests. When you have concerns, request a private, personal meeting to discuss them.
- If you need assistance to help resolve a conflict, ask your parent/guardian to contact the staff member directly to request a private, personal meeting and/or telephone conversation.
- If a resolution cannot be reached, the parent/guardian and/or student should contact the principal. The principal will work with both parties to find a mutually agreeable resolution.

What to Do to Avoid a Fight

- Let administrator, counselor, teacher, Dean of Students or other campus personnel know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger.
- Adopt the attitude, "if I did not hear it with my own ears, it is not worth being hurt or angry about it."
- Don't confront another student in front of others or when angry; the other person may react defensively, unsure of what you might do. If you are not able to forget about or ignore what the other student is doing that makes you angry, ask for help from a teacher or staff member.
- Make an appointment with your guidance counselor or a peer counselor. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

Definitions and Consequences Associated with Fighting

1. **Breaking Up or Preventing a Fight** is characterized by: seeking help from the nearest adult; encouraging the students to walk away; and surrounding a friend and moving him/her away from the argument.
2. **Defending One's Self** is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; and walking away.
3. **Threatening or Initiating Fights** will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping threateningly towards the other student; clenching fists; throwing down items being held (i.e. backpack, books, etc.); removing outer garments such as a jacket; threats via text message; and posts on social networking sites or any electronic means. Threats to any school employee or their property, including via the Internet, will result in a 5-day suspension and possible recommendation for expulsion.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

Fighting - defined as mutual combat, contributing to, or perpetuating a fight

- 1st offense - up to 5-days suspension/possible citation by Pennsylvania State Police
- 2nd offense - up to -days suspension/possible citation by Pennsylvania State Police/possible recommendation for expulsion

Causing Serious Injury

- 1st offense - 5-days suspension, possible recommendation for expulsion, notification to Pennsylvania State Police

Jumping In - joining in on another student's fight or contributing to/perpetuating the fight

- 1st offense up to 5 days suspension, possible recommendation for expulsion, possible referral to Pennsylvania State Police.

Running to or Being Present to Watch a Fight - escalates the potential of a fight occurring and the seriousness of the fight

- 1st offense up to 1-day suspension
- 2nd offense up to 3-days suspension
- 3rd offense up to 5-days suspension

Transportation Procedure

Objective: To promote a safe environment to allow all students to arrive to their destination physically and emotionally unharmed.

1. Students should be at their bus stop on time. Students should be dressed appropriately for the weather.
2. Students should respect others on the bus as well as school bus property. Please keep your hands and feet to yourself and dispose of any trash in the wastebasket. Always follow directions of the bus driver.
3. Students should remain seated at all times.
4. Share your seat if needed, use kind words, and report any misbehavior to the bus driver.

Incentives:

1. See recognition/incentive page.

Consequences:

1. On the first offense, the bus driver will submit a bus misconduct report to the administration. A bus warning letter will be sent home and parents will be notified. Appropriate disciplinary action will be taken at the discretion of the administrator. Possible consequences would include: formal warning, a reflection sheet, lunch detention, suspension.
2. On the second offense, the bus driver will submit a bus conduct report to the administration. A bus warning letter will be sent home and parents will be notified. The student will face a three day bus suspension for a second offense of misconduct on the bus.
3. On the third offense, the bus driver will submit a bus conduct report to the administration. A bus warning letter will be sent home and the parents will be notified. The student will face a five day bus suspension and a parent meeting will take place before the student can return to the bus.

Procedures for the Cafeteria

Objective: To maintain a clean and safe environment for students and staff to eat a meal.

1. Students can be prepared in the cafeteria by making sure there's money on their school lunch account prior to arriving in the cafeteria. Money should be placed on the account online or in person. If putting money on the account in person, do so before morning homeroom.
2. Students can be respectful in the cafeteria by cleaning up after themselves, respecting the directions of staff, and using an inside voice.
3. Students can show integrity in the cafeteria by using table manners and only touching their own food.
4. When standing in line in the hallway waiting to buy a meal, a student should remain close to the wall. Allow others to pass through the hallway.
5. No more than eight students per table.
6. Remain seated at your assigned table unless signing out to use the restroom. Remain in the cafeteria at all times, unless permission from a proctor is given.
7. Only two students are allowed to each of the two restrooms at a time.

Incentives:

1. See recognition/incentive options page.

Consequences:

1. Small matters of misbehavior will be handled by the lunch proctor.
2. Behaviors that would warrant an office referral would include but are not limited to: insubordination, throwing food, profanity, and other items listed in the handbook.

Procedures for using the Restroom

Objective: To promote a clean and orderly restroom.

Students must have their passbook signed by their teacher and ask to use the restroom. Students should report to the nearest restroom and report directly back to their assigned area when finished. Students should leave the restroom in good working order and in good condition

Incentives:

1. Allows for all students to have access to a clean restroom.
2. See Recognition/Incentive Options page.

Consequences:

1. Verbal warnings, restorative practices, lunch detentions, and suspensions may all be used regarding misconduct in the restroom.

Procedures for Before and After School

Objective: To promote a safe environment for when school is not in session.

1. Students should not be in the building prior to 7:45am unless requested by a teacher and parents have been notified. All students who arrive at school prior to this time will report directly to the cafeteria. After arriving on the school grounds, students are not to leave unless permission is granted from the office. No student should be in the building or on school grounds after dismissal unless requested by a teacher or participating in a supervised activity.

Incentives:

1. See Recognition/Incentive options page.

Consequences:

1. Notification of parents/guardians
2. Withholding of privileges
3. Lunch detention and/or suspension

Lockers, Laptops, and Care of School Property

Objective: To respect and care for school property to allow all students access to clean, properly working items.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. notification of parents/guardians
2. Lunch detention/ISS/OSS at the discretion of administration
3. PAY for equipment or property that was damaged

Chromebooks: Home Use and Classroom Routines

General Usage Guidelines

- While on school property, you are responsible for the Chromebook at all times.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not draw on or mark your device in any way. **This will be considered vandalism.** The Chromebook will remain with the student for the duration of their high school career or until a replacement cycle occurs.

Classroom Habits

- It is at the teacher's discretion if he/she wants the students to use the device during that period.
- Keep the device flat on the center of the desk.
- Close the device lid (if applicable) before you stand up.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device.

Care of the Device While at Home

- Charge the device every night. Students are provided a charger with their device, which must be taken home. Their device should be plugged in to charge every night.
- Use the device in a common room of the home.
- Keep the device on a desk or table. Never place the device on the floor
- Protect the device from:
 - Extreme heat or cold (temperatures below 35 degrees or above 90 degrees)
 - Food and Liquids
 - Small Children
 - Pets
 - Smoking Environments
 - Other potential hazards

Traveling to/from School

- Do not leave the device in a vehicle.
- Devices that are lost or stolen while on school property should be reported to a Teacher or Principal immediately.
- Devices stolen while off of school grounds should be reported to the school district and police. A copy of the report should be provided to the school Principal as soon as possible.

Health Services

Objective: The school nurse is responsible for accessing the care and treatment of all student injuries/illnesses that occur during the school day. After a nursing assessment, if the student's condition warrants dismissal from school, a parent or emergency designee will be contacted.

Under no circumstances should a student who is ill leave school without seeing the nurse.

Emergency contact sheets must be filled out by all parents at the beginning of the year.

Parents should report any change of information to the office throughout the year.

Parents/guardians can purchase school insurance that provides additional coverage for injury due to an accident during school. Participation in the program is optional. Additional services/procedures are listed below:

Communicable Diseases and Immunizations

In order to safeguard the school community from the spread of certain communicable diseases, the school board requires that the following guidelines be followed:

Immunizations - All students need to be immunized against certain diseases. In accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.

Health records - A comprehensive health record is maintained for each student enrolled in the district. The record includes the results of required tests, measurements, screens, and regular and special examinations.

Non-Attendance for the health and safety of the school - As directed by the Pennsylvania Department of Health Act, The disease prevention and control law of 1955, a child will be excluded from school if it is suspected that she/he has a communicable disease.

Health Examinations and screenings

All students shall receive vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight for height ratio. A private health and/or dental examination conducted at the parents/guardians request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one year prior to a student's entry into the grade where an exam is required. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the secretary of health determines that the student poses a substantial menace to the health of others.

Food Allergy Management

Prior to enrollment in the District or immediately after diagnosis of a food allergy, appropriate medical plans of care shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, District or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Medications

Medications are defined as all medicines prescribed by a licensed prescriber and any over-the-counter medicines. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. Medication may not be transported by the van or bus driver.

- Non-prescription (over the counter) medication must be delivered in its original packaging and labeled with the student's name.
- Prescription medication must be prescribed by a licensed prescriber, delivered in its original packaging, and labeled with:

Name, address, telephone and federal DEA number of pharmacy.

Student's name.

Directions for use (dosage, frequency and time of administration, route, special instructions).

Name of the licensed prescriber.

Prescription serial number.

Date originally filled.

Asthma Inhalers/Epi Pens

The School Board permits students to possess asthma inhalers/Epinephrine pens and to self-administer the prescribed medication as needed. Possession and use of asthma inhalers / Epinephrine pens by students is in accordance with state law and Board Policy. When an asthma inhaler / Epinephrine pens are initially brought to school by a student the school nurse is responsible to complete the following:

- Obtain the required written request and statements from the parent, guardian, physician, certified registered nurse practitioner or physician assistant, which will be kept on file by the school nurse.
- Review pertinent information with the student and/or parent/guardian.
- Determine the student's ability to self-administer medication and the need for care and supervision.
- Maintain a log for all students possessing asthma inhalers/Epinephrine pens.

Epinephrine Opt-Out

The Pennsylvania Public School Code allows parents/guardians to request an exemption to the administration of epinephrine auto-injectors for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Terroristic Threats

Students who make statements or act in a manner threatening the safety or well-being of others (in person or online) will be charged with making terroristic threats. Local law enforcement will be notified, as required by law, and appropriate disciplinary consequences will be applied.

Weapons

The district prohibits students from possessing and bringing weapons and replicas of weapons, including knives, into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

Public Display of Affection

School is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Examples of affection may include but are not limited to holding hands and kissing. Violations could result in disciplinary action.

Motor Vehicles

Any student wishing to drive a motor vehicle to school must register that motor vehicle with the front office. Students who drive to school must obtain a parking permit. Only authorized motor vehicles will be permitted in the student parking area. The district is not responsible for any loss or damage occurring to the motor vehicle. Students are not allowed to visit or leave the student parking lot while school is in session without permission of a school administrator. Student violators may face loss of driving privileges and discipline.

Students should obey all traffic laws and remain under the 15 mph posted speed limit. When buses are exiting the high school after they drop off students in the morning, student drivers should enter past the elementary school.

Student Complaint Process

A student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program. The individual student should first make the complaint known to the staff member most closely involved, or if not is identifiable, should attempt to contact the school counselor and resolve the issue informally and directly. The complaint may then be submitted, in turn, to the building principal, the superintendent, and finally the board of education. A student shall not be subjected to any reprisals because of filing a complaint.

Student Expression/Distribution and Posting of Materials

The district respects the right of students to express themselves in work or symbol and to distribute and post materials in areas designated for posting as part of that expression. All posters or announcements to be displayed anywhere in the building, including bulletin boards and lockers, must be approved by the office. It is understood that all signs posted will be taken down after a reasonable length of time.

Student Fundraising

Student fundraising shall include solicitation and collection of money by students in exchange for goods or services. Funds collected by students must remain in the account for which they are raised and be used for the sole purpose of each individual group. The building principal shall be responsible to approve school fundraising organizations and fundraising events.

Homelessness

The McKinney-Vento Act ensures educational rights and protections for children experiencing homelessness. These rights and protections include school stability, school access, and support for academic success. Homeless children and youth are those who lack a fixed, regular and adequate nighttime residence. If you lack a permanent home, you can receive help to keep your children enrolled at the Northeast Bradford School District.

Safe 2 Say

Safe2Say allows you to submit secure and anonymous safety concerns to help identify and intervene with at-risk individuals before they hurt themselves or others. www.saysomething.net or 888-5-SAYNOW.

Make-up Work

Students who are absent are responsible for getting all homework and missed assignments upon their return to school. If the student is or will be absent more than three (3) consecutive school days, the parent should contact the guidance office for missed work. The work requested will be available for pick-up by a parent or friend 48 hours from the time of notification.

Panther Academy

The Panther Academy offers a flexible and supportive learning program for students and parents seeking an alternative to the conventional classroom education through online instruction. Tuition-free programs are available to students in grades K-12. Students earn a diploma from Northeast Bradford School District and may walk at graduation. Students are provided a high-qualified curriculum and teacher support (online), tuition-free.

BE PREPARED. BE RESPONSIBLE. SHOW INTEGRITY. BE DEDICATED. SHOW EMPATHY.

Lost and Found

Report lost or found books, clothing, or any other article to the main office. Lost articles are disposed of after each marking period. If a book is lost, the student is responsible for the replacement cost. ANY STUDENT WHO DAMAGES SCHOOL PROPERTY, INCLUDING SCHOOL ISSUED COMPUTERS, WILL BE CHARGED. The student needs to clearly label personal belongings.

Visitors

All visitors are required to sign in at the front office and provide ID. Visitors are required to wear an ID badge at all times. Students from other schools are not allowed to visit the building during the school day, excluding school-sanctioned activities, clubs, or events. The building principal must approve outside speakers and guests who supplement class instruction or a curricular activity or event.

Hallway and Lavatory Passes

Students must have a pass to be in the halls during class time. Students who misuse passes may be put on hall restriction. Students placed on hall restriction can leave classes on an emergency basis only.

DANCES/PROMS

Dances are to be held from 7:00 to 9:00 PM unless arranged differently with the high school principal. Students are allowed to bring one (1) guest and must obtain a guest permission form in the front office. All guests must be pre-registered and approved. No guest over the age of 20 shall be permitted to attend; all guests must bring a photo ID. Transportation should arrive promptly at the conclusion of the dance. Failure to comply with the rules, regulations and/or requests by chaperones will result in removal from the dance and subject to disciplinary consequences.

Students who have habitually served TIME OUT time, are habitually tardy or absent, or who are failing two or more courses may not participate in school dances. Administration has the right to determine who may or may not attend dances on a case by case basis.

The following restrictions have been established for grade level attendance at special events:

Formal Homecoming

Sponsored by Junior Class

No 7th & 8th graders may attend;

9th, 10th, 11th, or 12th graders can buy tickets

For court, Junior girls select junior boys and boys select girls – 4 juniors

For court, Senior girls select senior boys and boys select girls – 5 seniors

No repeat court, if crowned before

On-campus ticket price \$10 – single*

Off-campus ticket price \$15 – single*

Time is 7:00 PM - 10:00 PM

Formal Prom

Sponsored by Senior Class

No 7th & 8th graders may attend

10th, 11th, or 12th grade can buy tickets

9th grade guests allowed

For court, junior girls select junior boys and boys select girls – 4 juniors

For court, senior girls select senior boys and girls select boys – 5 seniors

No repeat court, if crowned before

On-campus ticket price \$15 – single*

Off-campus ticket price \$30 – single*

Ending time is 10:00 PM

Junior High Semi-Formal Spring Fling

No 10th, 11th, or 12th graders may attend

7th, 8th, or 9th graders can buy tickets

On-campus only – ticket price \$10 – single*

Time is 7:00 – 9:00 PM

* Prices are recommended/maximum amount to be charged*

Graduation Requirements

The Board shall establish graduation requirements students must achieve in accordance with state and local regulations and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies. All students must accumulate 24 credits to graduate.

Students with Disabilities - The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.

Early Graduation - The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and is approved by the district administrator. The Board authorizes early graduation for students who meet the following criteria:

1. Have satisfied course requirements for graduation;
2. Have demonstrated how an alternative to continuing their high school education would be more profitable to them;
3. Have parent/guardian permission for early graduation; and
4. Have submitted the application for early graduation no later than the first day of school of the student's junior year.

Promotion and Retention

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

Requirements for promotion are as follows:

Sophomore Grade 10 Six (6) credits

Junior Grade 11 Twelve (12) credits

Senior Grade 12 Eighteen (18) Credits

Acceptable Use of the Computer and Internet

It is the policy of the district to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or another individual to engage in any activity that does not conform to the established purpose and general guidelines and policies of the network.

Student Assistance Program

The SAP is designed to assist school personnel in identifying issues that pose a barrier to a student's learning and school success. These issues include but are not limited to alcohol, drugs, mental health, and other concerns. The SAP is a systematic process using effective and accountable professional techniques to mobilize school resources and remove barriers to learning. SAP provides the parent and student with information about services available within the community.

Attendance

Attendance shall be required of all students during the days and hours that school is in session. The District is responsible for monitoring and maintaining records of the attendance of all students. Absences shall be treated as unlawful until the District receives a written excuse explaining the reason for an absence. A written explanation must be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Students who are absent from school are excluded from attending any school activity on the day of the absence unless special permission is granted by the principal.

Student Discipline

The District shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the District during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. Offenses are categorized by their level of severity.

Level I-Lunch Detention

Tardy to Class/School	Display of Affection
Not Signing In	Bullying-1st Offense
Pass/Dress Code/Bus Violations	Minor Threat to Student
Minor Profanity	Minor Insubordination
Class Cut	Leaving School Property
On School Property without Permission	

Level II-Time-Out, multiple-day lunch detention, out-of-school suspension

Cheating/Academic Integrity Violations	Sexual Harassment
Physical Aggression	Medication/Internet violation
Disrespect/Threatening to Staff	Severe Transportation violation
Truancy	Theft
Insubordination (Major)	False reporting of dangerous acts
Possession/Use of Tobacco	Vandalism/unauthorized posters/signs
Severe Profanity/Obscene Gestures	

Level III-Out of School Suspension

Severe/Terroristic Threat	Fighting/Assault
Possession/Use Weapon/Firearms	Possession/Use of Explosive Device
Assault	Violent/Dangerous Behavior
Possession/Use of Alcohol	Possession/Use of Drugs, Paraphernalia

School-Wide Reinforcement and Acknowledgement System

What is School-wide Reinforcement and Acknowledgement?

A school-wide reinforcement and acknowledgement system provides immediate, intermittent, and long-term reinforcements, given by adults in the building, to any students displaying desired school-wide expectations, behaviors, or associated rules.

Why Develop a School-wide Reinforcement and Acknowledgement System?

- Increases the likelihood that desired behaviors will be repeated
- Focuses staff and student attention on desired behaviors
- Fosters a positive school climate
- Reduces the need for engaging in time-consuming disciplinary measures

Components of a School-Wide Reinforcement and Acknowledgement System

- Immediate/high frequency/predictable/tangible reinforcements and acknowledgements
 - Delivered at a high rate for a short period while teaching new behaviors or responding to problem behaviors
 - Name the behavior and tie the acknowledgement back to school-wide expectation upon delivery
 - Examples: "Caught Being Good", "Currency of the Realm", positive referrals
- Intermittent/Unexpected
 - Brings "surprise" attention to certain behaviors or at scheduled intervals
 - Used to maintain a taught behavior
 - Examples: Raffles, special privileges, principal random call
- Long-term Celebrations
 - Used to celebrate/acknowledge accomplishments
 - ALL kids and all adults
 - Examples: Quarterly activities: parties, special events

Students learn appropriate behaviors the same way a child who doesn't know how to read learns to read-through instruction, practice, feedback, and encouragement.

Research indicates that behavior can be improved by 80% just by pointing out what someone is doing correctly.

How Staff Will use School-Wide Reinforcements

Recognition/reinforcement systems should be thought of as a continuum, beginning with positive attention, moving to visual or written acknowledgments, then to more concrete systems such as activity recognitions, and finally lottery or token systems.

Positive Staff Attention

Perhaps the most powerful, and yet simplest, system of positive reinforcement involves all staff - including teachers, office, lunchroom, custodial, and transportation personnel - giving **a simple positive acknowledgement at least 5 times for every 1 correction for problem behavior**. Simple positive acknowledgments should be quick and easy to deliver to students; they should also be natural and in context, not forced or contrived. Some examples include:

- Simple verbal acknowledgments and encouragement, e.g., "Thanks," "I saw that," "You did it!"
- Thumbs up
- Pat on back, high fives
- Using the student's name
- Eye contact
- Smiles
- Individualized greetings
- PBIS tickets
- Write a student shout out to student and/or parent

The idea is that by using the **5 to 1 ratio**, especially in recognition of students demonstrating the specific positive behavior expectations identified in the matrix, we increase the likelihood that those behaviors will be strengthened in all students. Use of the 5 to 1 ratio sets a positive tone for the classroom and the school at large, creating an improved climate. **Positive language and actions are contagious!**

Use of Currency of the PRIDE Tickets

- All staff agree to distribute a minimum of 25 Currency of the PRIDE tickets per week (an average of one per class) to students (their own and others, in classroom and non-classroom settings) who are observed demonstrating school wide behavioral expectations.
- Once they receive the tickets, it is the students' responsibility to save the tickets, or enter them into the weekly drawing box found in the cafeteria.
- Recognition prizes will be awarded at random in weekly drawings, as determined by the PBIS committee and administration.

Recognition/Incentive Options

The examples below are just that - examples - and should be considered a starting point; additional ideas will develop during the course of the year, and may be added to the list. Individual teachers and departments are encouraged to develop their own incentives, as well.

Daily Recognition/Incentives

1. Verbal affirmations from teachers, administrators, and staff
2. Positive calls home from teachers or administrators
3. Simple verbal acknowledgments and encouragement, e.g., "Thanks," "I saw that," "You did it!"
4. Thumbs up
5. Pats on back, high fives
6. Use of the student's name
7. Eye contact
8. Smiles
9. Individualized greetings
10. Mailroom notes
11. PRIDE tickets (teachers should strive to give out at least 1 per class period)

Weekly Recognition/Incentive Drawings

Minimum of one (1) PRIDE tickets to enter - 5 names pulled each week

1. Pass to the front of the lunch line
2. Free Ice Cream Coupon
3. Principal's Pen
4. Assistant score-keeper at sporting events
5. Concession stand discount coupon
6. Announcement recognition

Monthly Recognition/Incentive Drawings

1. Cut to the front of the lunch line and bring a friend
2. Ice cream passes
3. \$5 Dandy / Dunkin Card
4. Goodie Chest Choice
5. Special Chewing Gum
6. First Class Dining in the Cafeteria
7. Homecoming Tickets
8. Holiday Goodie Basket
9. Dance tickets
10. Candy bars

Quarterly / Yearly Drawings

1. Duct tape a staff member / administrator to the wall
2. Holiday Extravaganza Drawings
3. End of year drawing
4. Carnival drawings