

# **Jamestown Elementary School**

## **2026-2027 Student Handbook**



**3938 Douthett Drive  
Jamestown, PA 16134  
(724) 932-3181  
Fax (724) 932-9191**

# Jamestown Area School District



P.O. Box 217, Jamestown, PA 16134  
Telephone: (724) 932-5557

**Home of the Mighty Muskies**

Kevin Boariu, Superintendent  
Brian Keyser, High School Principal  
Kristin Hope, Elementary Principal  
Molly Snyder, Director of Food Services

Cheri Gregg, Business Manager  
Gary Kinnear, Director of Special Education  
Daniel Stence, Coordinator of Technology  
Jeremy Allen, Director of Maintenance

August 20, 2026

Welcome to Jamestown Elementary School. We are looking forward to another exciting school year and are pleased to welcome you and your child to JES. We are confident that your child's educational experience will be a positive and rewarding one.

One of the most important factors in student success is a strong partnership between home and school. To support this partnership, we believe open and ongoing communication is essential. We encourage all families to sign up for access to our **Parent Portal** and **ClassDojo**. These resources allow you to monitor your child's grades, stay connected with classroom activities, and communicate with teachers. If your contact information changes at any time during the school year, please notify the school office promptly so that we can keep your child's records up to date.

The parent portal is located on our website [www.jasdmuskies.com](http://www.jasdmuskies.com), click on the tab labeled Parent Information. If you are not already connected to Class Dojo, you will receive an invitation from your child's teacher. The easiest way to communicate with the teachers is through Class Dojo, but you may also call 724-392-3181 or email the teacher. Please call the school for email information.

This handbook contains important information about school policies, procedures, and expectations. We encourage you to review it carefully, paying particular attention to the following sections:

1. Attendance Policy (beginning on page 22)
2. School Bus Rules and Expectations (page 30)
3. Dress Code (page 32)
4. Electronic Devices (page 48)

Please complete, sign, and return the following form:

- Student Handbook Acknowledgement & Technology Device Agreement

Thank you for your partnership and support. We look forward to a successful and rewarding school year for all our students.

If you have any questions or concerns during the school year, please reach out to me on Class Dojo or by calling 724-932-3181.

Sincerely,

**Kristin Hope**

Kristin Hope, Principal

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## **MISSION STATEMENT**

The mission of the Jamestown Area School District is to educate all students to participate in and to contribute to a changing global society by actively involving them in an education program that emphasizes basic and lifelong learning skills in an environment of mutual respect.

## **BELIEF STATEMENT**

1. Education should be relevant to the lives of our students.
2. All students can learn and must share in the responsibility of their learning.
3. It is the responsibility of the community to provide for, support, and share in the educational process.
4. Schools will encourage students to develop lifelong excitement and enthusiasm for learning.
5. Learning is more effective when conducted in an environment of mutual respect.
6. All students have the right to be valued as individuals and must be given the opportunity to develop their unique talents and abilities.
7. Students must be given the opportunity to think about and analyze ideas.
8. Students must become effective problem solvers and decision-makers.
9. Students must have the opportunity to develop the skills necessary to be well informed, well rounded, contributing members of a changing global society.
10. The board and staff must be cooperative and willing to change to meet the educational needs of students.
11. The board and staff must be supportive of the mission of the school district.
12. The board and professional staff must take the initiative in determining students' needs and how to best meet them.
13. The support and training needed to meet the district's mission is the shared responsibility of the school district and its administrative and teaching staff.

## **NONDISCRIMINATION STATEMENT**

"Any student or employee of the Jamestown Area School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, may file a written complaint with the Title IX Compliance Coordinator. Grievance Procedures are included in Board Policy No. 103 Nondiscrimination in School and Classroom Practices and Board Policy No. 104 Nondiscrimination in Employment and Contract Practices in the district's Board Policy Manual. Jamestown Area School District, Title IX Compliance Coordinator, Mr. Kevin Boariu, Jamestown Area High School, P. O. Box 217, 204 Shenango Street, Jamestown, PA 16134, 724-932-5557."

## **PUBLIC NOTICE: SPECIAL EDUCATION SERVICES**

### **Annual Public Notice of Special Education & Early Intervention Services and Programs**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Autism/Pervasive Development Disorder | Orthopedic Impairment                 |
| Deaf-Blindness                        | Other Health Impairment               |
| Deafness                              | Specific Learning Disability          |
| Emotional Disturbance                 | Speech or Language Impairment         |
| Hearing Impairment                    | Traumatic Brain Injury                |
| Mental Retardation                    | Visual Impairment Including Blindness |
| Multiple Disabilities                 |                                       |

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

### **Early Intervention**

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3-5 years of age. In Pennsylvania, a child between 3-5 years of age who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

## **Screening**

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools which have an Instructional Support Team (IST) or child study team or Multi-Tiered System of Support (MTSS), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

## **Evaluation**

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or MTSS do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at

Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

### **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Educational Placement**

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Disabled Students**

Students who are not eligible to receive special education programs and services may qualify as protected disabled students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected disabled students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected disabled student without discrimination or cost to the student or family, those related aides, services, or accommodations

which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected disabled students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

The school district or parent may initiate an evaluation of a student under the laws, which protect disabled students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

### **Confidentiality**

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected disabled students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The age of majority in Pennsylvania is 21. These rights are:

- 1.) The right to inspect and review the student's education records within 45 days of the day the school receives request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2.) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20232-4605

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category “A” data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of a 100 years. Category “B” data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category “C” data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release “directory information” without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). “Directory information” includes the following: student’s name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent can refer to the FERPA at the following website: [www.ed.gov/policy/gen/guid/fpc/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html)

### **Procedural Safeguards**

Procedural safeguards protect the rights of parents and students. These safeguards include the following:

Parent’s consent is always required prior to:

- Conducting an initial (for the first time) evaluation or a reevaluation,
- Initially placing a child with a disability in a special education program,
- Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.

Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

### **Mode of Communication**

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

For further information contact:

**Jamestown Area School District**  
**Ms. Kristin Hope**  
**3938 Douthett Drive**  
**Jamestown, Pennsylvania 16134**  
**724-932-3181**

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding

grievance procedures, services, activities, programs and facilities that are accessible to and usable by disabled persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact Mr. Kevin Boariu, the Superintendent of Schools, Jamestown Area School District, 204 Shenango Street, Jamestown, PA 16134 (724) 932-5557.

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724) 458-6700.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents, legal guardians, and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the Jamestown Area School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20232-4605

## **CONFIDENTIAL COMMUNICATION**

Statutes and regulations appropriate to the proceeding govern use of a student's confidential communication to school personnel in legal proceedings.

Information received in confidence from a student may be revealed to the student's parents, principal, or other appropriate authority where the health, welfare, or safety of the student or other persons is in jeopardy.

## **ACCESS TO STUDENT RECORDS**

The following information is to notify you of your rights concerning student records in the Jamestown School District.

1. Type of records kept by the District
  - a. Category A – The minimum personal data necessary for operation of the school system.
  - b. Category B – This is verified information of clear importance but not essential to operation of the school.
  - c. Category C – Includes potentially or temporarily useful information which is not yet verified nor clearly needed beyond the present for the education of the student.
  - d. Directory Information – Includes basic information; about the child such as name, address, field of study, participation in sports, awards and similar information.
2. Name and position of the school official responsible for the records: Mr. Kevin Boariu, Superintendent, PO Box 217, Jamestown, PA 16134
3. School policy for reviewing, expunging or challenging student records is available at the District Administration office.
4. Procedure for review of student records
  - a. Notify the Superintendent in writing.
  - b. Specify in the correspondence the item(s) to be considered.
  - c. The Superintendent will arrange an informal conference to discuss the problem.
  - d. If the matter cannot be resolved, the Superintendent will arrange a hearing before the Hearing Examiner.
  - e. At the hearing, all parties have the right to provide council, call witnesses and to cross-examine.
  - f. The decision of the Hearing Examiner will be forthcoming through the Superintendent's office after five (5) days.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

The District reserves the right to disclose directory information of a student without the prior written consent of the student's parent or guardian. Directory information includes the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Schools regularly feature many of their events and activities in various local publications and on the Internet. These published materials often include photographs of students engaged in school functions or other types of directory information. Some parents may not want their child(ren)'s photograph or other directory information released to any form of

the media or in any publication. As a parent, you must notify your respective school in writing. Any written objection will be honored only from the date it is received. However, the District will require prior written consent of the parent or guardian before placing any personally identifiable information concerning a student on District web pages.

## **RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)**

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

\* Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

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

\* Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

\* Inspect, upon request and before administration or use –

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

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

Jamestown Area School District has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Jamestown Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Jamestown Area School District will also directly notify, such through U.S. Mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the

specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20232-5901

## **RIGHT TO REVIEW TEACHER QUALIFICATIONS**

As a parent of a student at Jamestown Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degree and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact Lisa Nuhfer at (724) 932-5557.

## NOTICE OF INTEGRATED PEST MANAGEMENT

The Jamestown School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. The District's goal is to protect every student from pesticide exposure by using an IPM approach to pest management. The District's IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM Coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Application will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the Jamestown School District MAY REQUEST prior notification of specific pesticide applications made at the school of their child's enrollment. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on the registry, please notify, in writing, the IPM Recorded at the Superintendent's Office, 204 Shenango Street, Jamestown, PA 16134. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control and emergency pest problem (ex: stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized bait placed in areas not accessible to students and gel type baits placed in cracks, crevices or voids.

Notification Registries will be updated annually. To remain on the registry, you must contact the building principal of the school your child is enrolled in before the start of each school year.

If you have any questions, please contact your building principal or the IPM Coordinator. The IPM Coordinator can be reached at (724) 932-5557.

## JAMESTOWN ELEMENTARY SCHOOL STAFF

|                      |                           |
|----------------------|---------------------------|
| Principal:           | Ms. Hope, ext. 1441       |
| Secretary:           | Mrs. College, ext. 1440   |
| Psychologist:        | Mr. Kinnear, ext. 1245    |
| Guidance Counselor:  | Mr. Rausch, ext. 1421     |
| Speech Therapist:    | Mrs. Peters, ext. 1426    |
| School Nurse:        | Miss Cameron, ext. 1439   |
| Art Instructor:      | Mr. Tate, ext. 1404       |
| Music Instructor:    | Mr. Dutko, ext. 1411      |
| Physical Education:  | Miss Uplinger, ext. 1406  |
| STEAM                | Mrs. Cerroni, ext. 1412   |
| Special Education:   | Mrs. Simcoe, ext. 1403    |
|                      | Ms. Jones, ext. 1425      |
|                      | Mrs. Lutz, ext. 1401      |
| Gifted Support:      | Mrs. Williams, ext. 1434  |
| Title I:             | Ms. Taylor, ext. 1415     |
| Kindergarten:        | Mrs. Hall, ext. 1432      |
|                      | Mrs. Lentz, ext. 1433     |
| Grade 1:             | Mrs. Potase, ext. 1430    |
|                      | Mrs. Webb, ext. 1429      |
| Grade 2:             | Mrs. Redick, ext. 1428    |
| Grade 3:             | Mrs. McClimans, ext. 1435 |
|                      | Mrs. Nicols, ext. 1436    |
| Grade 4:             | Mrs. Minnich, ext. 1424   |
| Grade 5:             | Mrs. King, ext. 1422      |
|                      | Miss Chapman, ext. 1418   |
| Grade 6:             | Mrs. Laidlaw, ext. 1416   |
|                      | Mrs. Rhoades, ext. 1417   |
| Instructional Aides: | Mrs. Baca                 |
|                      | Miss Burns                |
|                      | Mrs. Finnegan             |
|                      | Mrs. McElhaney            |
|                      | Miss McEwan               |
|                      | Mrs. Nottingham           |
|                      | Mrs. Yesko                |
| Family Center:       | Ms. Croll, ext. 1431      |
| Head Start:          | Ms. Winder ext. 1405      |

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## **Parent Teacher Organization (PTO)**

The purpose of the Jamestown Elementary Parents' and Teachers' Organization is to facilitate relationships between home and school. The PTO encourages and invites all parents to participate in their meetings, information will be distributed monthly regarding meeting dates, times and location.

### **PTO Executive Officers:**

President – Mrs. Shawna Yesko  
Vice President – Mrs. Tracy Laidlaw  
Secretary – Mrs. Chrissy Brocklebank  
Treasurer – Mrs. Katie Wagner

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## **FAMILY CENTER**

The Jamestown Family Center is located within the Jamestown Elementary School and serves any child in the Jamestown School District from birth to five years of age. Some of the services provided by the Family Center include: Home Visits: A Family Development Specialist will provide in home parent/child activities twice a month, Play Groups: a free weekly playgroup is available for children ages 3-5, Developmental Screenings and Book Clubs. For more information call Ms. Croll, Family Development Specialist at (724) 932-3181 ext. 1431 or (724) 932-5613.

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## **HEAD START**

Mercer County Head Start/Early Head Start is a FREE federally funded preschool program that offers services to families with children ages birth to five as well as pregnant women who meet the federal income guidelines. Special provisions are made for children with special needs and 10% of our enrollment can be over the income eligibility guidelines.

Head Start offers a preschool program at Jamestown Elementary School. It runs five days a week for 6 hours a day. Lunch and snacks are provided. If you have any questions you can call the classroom teacher Courtney Winder at (724) 932-5657 or toll free to Head Start's main office at: (724) 346-4482.

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## DISTRICT AND BUILDING INFORMATION

### ATTENDANCE

The Board requires that school age students enrolled in the district schools attend school regularly, in accordance with the state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. **Any student who attends the school district's cyber program must log in each school day in order to be considered in attendance.**

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

The Commonwealth of Pennsylvania has compulsory attendance laws, which require a child to be in school. When a student is absent from school, parents are requested to call the school nurse at the elementary school (724-932-3181). We are interested in knowing when your child is sick. Every child is required by law to bring a written excuse to school on the day the child returns. The written excuse must include the date of absence, the reason for the absence, and the signature of a parent or guardian.

**Please refer to Phased School Reopening Health & Safety Plan on district website to review the procedures for monitoring student health and effects on attendance.**

**As per the JASD health guidelines: It is the parents responsibility to monitor their student's health prior to sending them to school. Students must be fever free. If a child comes to school with a fever of 100.0 F or higher the parent will be notified and the child must be picked up immediately. Please make sure you have responsible emergency contacts who can pick your child up from school if you are unable. Students with a fever of 100.0 F or above will be sent home and must be free of a fever without the use of fever-reducers for 24 hours before returning to school.**

**Student must bring in a written excuse within five school days. After 5 days the absence will become illegal. Excuse notes may be written on school provided forms or any other type of paper and should include the first and last name of the child. If after 5 days an excuse is not delivered, the absence will be declared unexcused or illegal.**

**PLEASE NOTE: Educational travel, parental excuses, and medical excuses are counted as cumulative absences.** After ten days of absence and/or where abuse of attendance regulations is suspected, the superintendent or designee may require a physician's statement to be used to determine if such absence was justified.

Students will be excused with a written note for doctor and dental appointments. You are encouraged to make these appointments after school hours when possible. It is important for your child to be in school. Good attendance helps your child be a better student.

Students arriving at the elementary school after 9:00 a.m. will be marked absent for a half-day.

In order for a student to be marked present for a half day in the afternoon, the student must arrive before the start of the afternoon session (11:30 am).

### **Tardiness**

A student who is tardy is to report to the office accompanied by his or her parent. The parent must sign the student in at the office. This will ensure the removal of his/her name from the absence report. **An excuse must accompany the student** with the parent or guardian's signature and the reason for the tardiness. Tardy minutes will accumulate and may result in illegal absences.

### **Early Dismissal**

There may be times when you have some special reason for requesting early dismissal of your child. If your child must leave school early, a note signed by the parent must be sent to the office indicating the time, date, and reason for the early dismissal. The person picking up the child should report to the office at the time requested and the child will be called. The person picking up the child may be asked for photo identification.

### **Educational Tours and Trips**

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

1. The parent/guardian submits an educational travel request form **5 school days prior to the absence**.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term. The decision to approve or deny the request is based on the student's grades and attendance record.

1. No trip will last longer than 10 school days.
2. No combination of educational trips will last longer than 10 school days.
3. No student may take more than three educational trips per school year.
4. Travel will not be granted during district or state testing periods.
5. Any exception to the above policy would require approval of the board of education
6. If an educational travel request form is not received at least 5 school days in advance of the trip, it may result in unlawful absences.

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.

5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.
13. Religious holidays.

The Board considers the following to be unacceptable reasons for absence from school:

1. Personal business (work, hair appointments, shopping).
2. Oversleeping.
3. Missing the bus.
4. Car problems.
5. Hunting.
6. General excuses (When an excuse is submitted with a general reason such as “out of town,” “an appointment,” “family emergency,” etc., the building principal/attendance officer will be contacting the parent/guardian to gain further explanation and information).

Students who are chronically tardy will be subject to progressive discipline. Perfect attendance will not be granted to a student who has any tardies or absences. Students may be considered excused late under the following circumstances:

1. Illness.
2. Accident.
3. Emergency situation.
4. Medical, dental or health related appointments.
5. Court appearances.

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

All absences occasioned by observance of the student’s religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child’s absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the board of the child’s attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in the district schools.
4. Students attending a home education program or private tutoring in accordance with the law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met: (a.) The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction; (b.) The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction; (c.) Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

### **Compulsory Attendance**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### **Definitions**

Compulsory school age shall mean the period of a child's life from the time the child's parent/guardians elect to have the child enter school, and which shall be no later than six (6) years of age until the child

reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, staff and local children and youth agency and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the district administrators shall be responsible for the implementation and enforcement of this policy.

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

1. Govern the maintenance of attendance records in accordance with the law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

### **Enforcement of Compulsory Attendance Requirements**

**Student is Truant –**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall be in the mode and language of communication preferred by the person in parental relation; include a description of the consequences if the student becomes habitually truant; when transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order; and the notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

### **School Attendance Improvement Conference –**

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.

### **Student is Habitually Truant –**

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to: A school-based or community-based attendance improvement program; or the local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

### **Filing a Citation –**

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

### **Special Needs and Accommodations**

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

### **Discipline**

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior. Students may be required to complete make up schoolwork on their free time.

### **Delayed Opening/School Closing**

If we must close school for an unforeseen emergency (i.e. snow, furnace failure, etc.), notification will be made on the following television stations:

Channel 12--WICU-Erie

Channel 21--WFMJ-Youngstown

Notification can be found on the school website at [www.jamestown.k12.pa.us](http://www.jamestown.k12.pa.us), the district's Facebook page, and made through BLACKBOARD CONNECT, the school's automated notification system. However, due to outside disruptions affecting phone services, please be sure to check all media outlets in addition to the BLACKBOARD CONNECT system.

**Students must not arrive until 9:45 am on days that school is delayed.**

### **SCHOOL HOURS**

Office Hours: 7:30 AM - 4:00 PM

Daily Schedule:

7:40 AM

Teachers in building

7:45 AM

Students arrive

8:00 AM

Instruction begins

2:43 PM  
3:10 PM

Student dismissal  
Teacher dismissal

### **ARRIVING AND LEAVING SCHOOL**

Student Arrival - students must enter the front entrance to the building. **Students will not be permitted in the building until 7:45 am.**

Student Dismissal – **Parents must wait outside of the front entrance. Parents will not be permitted to wait in the lobby.** All students who are not riding a bus must report to the **lobby** area. Please make arrangements in advance when picking up your children from school. A note may be sent to school with your child or a phone call **by 2:00 p.m.** helps facilitate the dismissal procedure for students.

In addition, anyone listed on the emergency form as having the authorization to pick up your child may do so at dismissal. Photo identification must be **presented at the pass-through window prior to pick up.**

**After School Activities** - throughout the year, the district frequently provides after school activities for the students. Parents are to pick up the students **promptly**. Participation in after school activities may be denied if tardiness becomes an issue. A student must be present on day of after school activities in order to participate. If a child must walk home, a note from the parent must be on file in the office. If the route is deemed hazardous, your child will not be allowed to walk home.

Students attending school activities are expected to exhibit good behavior. Excessive noise or distraction cannot be tolerated. If a student leaves an activity he/she will not be allowed to return.

**Telephone Calls to Students** - please confine telephone calls to children to those of an extreme emergency. If they are to go to someone's house or something of that nature, please make those arrangements before they leave home or with the superintendent's office.

**Walkers** – no students are permitted to walk to school or home from school due to the fact that all routes to and from school are considered hazardous.

**Bicycles** - children who wish to ride bicycles to school must have written permission from parents on file in the office. All bicycles must be kept in the designated bicycle rack. Students who are required by law to wear helmets must do so. Failure to bring a helmet will result in denial of this privilege. Bicycle routes may also fall under the category of "hazardous route or condition."

### **SCHOOL BUS PROCEDURES**

Bus assignments are given to eligible students by the principal and approved by the superintendent of schools. It is a violation for a student to ride a bus other than the one to which he/she is assigned and to meet or leave the bus at a stop other than his/her assigned stop. **Change of buses may be granted only upon written request from the parent and must have the approval of the superintendent.**

When the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the student is expected to wait a "reasonable length of time", dependent on weather conditions.

If a bus does not arrive after a “reasonable” wait (at least one half hour in inclement weather), the student is to return to his/her home and remain at home until contacted by the school. Failure to be at home will result in an unexcused absence.

## **SCHOOL BUS RULES AND EXPECTATIONS**

There are certain rules that are designed for the safety and discipline of all the occupants of a school bus. It is the student’s responsibility to know and obey the rules and regulations listed below.

- A. Before loading, students are expected to:
  - 1. Be on time at the designated school bus stop.
  - 2. Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.
  - 3. Wait until the bus comes to a full stop before attempting to enter the bus. Enter in an orderly manner.
  - 4. Respect the property rights of people who reside at or near the bus stop.
- B. While on the bus, students are expected to:
  - 1. Remain in your seat at all times.
  - 2. Always take the seat assigned by the driver.
  - 3. Keep feet on the floor of the bus while seated.
  - 4. Keep laughter and noise at a low level.
  - 5. Talk quietly.
  - 6. Not push or shove.
  - 7. Not eat, drink or smoke while on the bus.
  - 8. Not fight.
  - 9. Keep his/her head, arms and hands inside of the bus.
  - 10. Not use foul language.
  - 11. Follow the driver’s instructions at all times.
  - 12. Treat bus equipment correctly. (Damage to seats, windows, etc. must be paid for by the offender.)
  - 13. Keep all aisles clear.
  - 14. Not throw anything out of the bus windows.
- C. After leaving the bus
  - 1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
  - 2. Be alert to any danger signal from the bus driver.
- D. Evacuation drills and emergencies
  - 1. The purpose of school bus evacuation drills is to have each student riding the bus know exactly what to do in an emergency. All bus riders must cooperate fully with the driver and the assigned helpers during evacuation drills.
  - 2. One evacuation drill will be held during the first week of school and one during the month of March. The report and date of each drill will be given to the superintendent.

### **Driver expectations**

- 1. To operate the bus in a safe manner.
- 2. To never operate a bus with students standing in the aisle or on the steps.
- 3. To explain school bus rules to the students and maintain discipline on the bus.

**Transportation by school bus is a privilege and not a right! The school bus driver has the same authority on the bus as the teacher has in the classroom.** All disciplinary action will be the responsibility of the principal with conduct reports given by the school bus driver. While on the school bus student behavior will be monitored by video and audio surveillance. This may be used to assist in determining discipline.

Safety and the proper social attitude while on the bus as well as in all phases of the school program are of prime concern to the administration of the Jamestown Area School District.

Parents are asked to familiarize their children with the obligation and courtesies of the public transportation. **A student who cannot maintain self-discipline forfeits this privilege** and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on his/her bus. The relationship of the operator and the students should be one of cooperation.

When a student in Kindergarten or First Grade is dropped off at a bus stop it is mandatory that an adult must be seen by the bus driver. **If an adult is not visible the student will be returned to the elementary school and a parent will be contacted.**

## **FOOD SERVICES**

The JASD cafeteria strives to provide high quality, nutritious meals to the students and staff of our school. Our meal programs are governed by the National School Breakfast Program, the National School Lunch Program and the United States Department of Agriculture. Our menus meet the requirements of these programs. For additional information, visit our website or contact the district food services department at (724) 932-3186, ext. 5.

Meal Cost: All students are permitted one free breakfast and one free lunch per day. Additional items such as double lunches or ala carte items may be purchased in the cafeteria.

### **FOOD SERVICES: POINT OF SALE**

Students will receive a meal or snacks from the cafeteria by using their school issued pin number at the checkout counter with the cashier. This pin number is the end of their student identification number. All students receive this number when they enroll in the district and their pin number will stay with them until they graduate. Parents/guardians can deposit money into their child's account by sending payments to school with their child who will then give them to the cafeteria. The account can be accessed only at [www.SchoolCafe.com](http://www.SchoolCafe.com). It is free to make an account and monitor your child's spending. There is a fee to add funds to your student's account online. Students are still permitted to pay in cash at the register or add funds to their account by sending money/check in or cash at the register. To avoid this fee, money or checks may be sent in for deposit into the account. Please make checks payable to JASD Cafeteria.

Questions concerning your child's account can be addressed by calling the district food services department at (724) 932-3186, ext. 5 or accessing your child's account at [www.SchoolCafe.com](http://www.SchoolCafe.com)

Lunch room procedures: Students may sit at any assigned table and may sit with friends. General rules of courtesy will be enforced.

1. Students should remain in their seats.
2. Students should raise their hand when they need something.
3. Students should not share food.
4. For safety reasons, students should always walk in the cafeteria.
5. Before being dismissed from the cafeteria, students should clean up their area.

Students not complying with cafeteria rules on a daily basis will:

1. Be warned
2. Could be removed from table and/or receive checkmarks

If discourteous behavior continues over a period of time, the student will be referred to the principal.

## **PERSONAL ITEMS**

We encourage students to leave personal items such as toys, stuffed animals, trading cards, etc. at home, to avoid the possibility of these items being broken, lost or taken.

Laptop computers, tablets, and cell phones are not permitted to be used during school hours unless issued by the school.

Knives, sharp objects, water pistols, toy guns, bats, and hard balls are not to be brought to school.

**No** items are to be brought to school for the purpose of sale or trade. Students are not permitted to solicit sales for organizations.

## **SCHOOL ITEMS**

The purchase of books, computers, and other educational materials represent a large investment on the part of the school district. All property should be properly cared for. The school maintains a right to assess charges for damaged items. Report cards may be held until charges are paid.

## **LOST AND FOUND**

**If student belongings are labeled, they will be returned to the student.** Articles found will be turned in to the lost and found located outside the office. If your student has lost an article of clothing, lunchbox, etc., encourage them to look through the Lost and Found box.

## **DRESS CODE**

When a student's dress and appearance is viewed to be a disruption, as determined by the administration, he/she will be deemed to be in violation of the dress code.

Proper attire is expected from all students to ensure the health and safety of themselves and others and to ensure that there is no disruption to the educational process. We believe that proper dress and appearance

sets a tone for academic readiness. Therefore, the following guidelines are provided for students in both the elementary school and high school.

The following rules will be enforced:

1. Students may not dress, nor present themselves, in a manner that distracts from the educational process of the school. Adornments or alterations to one's appearance that disrupt or cause damage to the school facilities are prohibited. Clothing that is tight, clinging, or revealing is unacceptable.

**Standard of Dress:**

- Skirts or slits on skirts must be at fingertip length.
  - Midriff must be covered; crop tops are not acceptable.
  - Shoulders must be covered; tank tops are not acceptable.
  - Jeans with holes or rips below the thigh are permitted.
  - Shoes or sneakers must be worn; flip-flops and backless shoes are not permitted; "Crocs" must have a backstrap.
  - Shorts should be fingertip length.
  - Students are not permitted to carry purses, crossbody bags, backpacks, or fanny packs during the school day.
  - Heavy chains shall not be worn as an accessory (i.e. wallets, belts, necklaces).
  - Hats, hoods or bandanas are not to be worn within the building.
  - Pajamas are only allowed for theme days and special occasions as designated by the teacher and/or principal.
2. Any suggestive, provocative, or derogatory slogan on any clothing is prohibited including reference to tobacco, alcohol, drugs, sex, school, or individuals.
  3. Students may be required to wear certain types of clothing while participating in physical education classes, shops, labs, extra-curricular activities or other situations that may be required to ensure the health or safety of the student.

The Principal will determine what dress falls under the above list. Any new styles not in keeping with the spirit of the dress code will be addressed by the administration when warranted.

Any parent or student, who is unclear about the dress code as listed, should make an appointment with the building principal within the first month of school.

**Violations of the Dress Code**

**First offense** – A change of clothes or making necessary changes in appearance will be required before the student can return to the classroom.

**Second offense** - Student will be removed from the classroom for the day and no credit for class will be given. The parent will be informed and detention will be assigned.

**Third offense** - The student will be suspended and placed in the in-school suspension program. Parents will be notified.

**PHILOSOPHY OF DISCIPLINE**

Guidelines governing student behavior have been established at Jamestown School District for the purposes of creating a safe learning environment . Effective discipline helps a student progress from a point where external controls are needed to a point where self-discipline is achieved. Students are expected to take the responsibility for their behavior and see to it that it contributes in a positive way to the school setting.

All those in a supervisory capacity will encourage appropriate student behavior. The administration should be involved when the discipline measures available to the supervisor have proven to be ineffective or the behavior warrants immediate attention due to its severe nature.

The Jamestown School District recognizes that the parents are an integral part of the discipline process. Therefore, it is our belief that parents must play an active role when their child's behavior warrants discipline. The professional staff of Jamestown believes that a cooperative effort between the home and school will assist the child in recognizing his/her responsibility as a citizen of the community and school.

## **ELEMENTARY DISCIPLINE POLICY**

One of the goals of Jamestown Elementary School is to create a positive educational environment that promotes learning and safety. In order to meet this goal, JES has established a **School-Wide Positive Behavior Plan**, as well as a **Progressive Discipline Procedure**. To support a positive learning environment, the school will focus monthly on positive character traits. If a staff member witnesses a student demonstrating positive behavior, the student will be recognized and positively reinforced for this behavior.

In order to ensure a safe educational environment that promotes learning, the following Progressive Discipline Procedure will be followed. The steps taken to provide discipline will be based on the needs of each student. Discipline of students must be a process that involves teachers, parents, school counselor and school administrators. The teacher plays a significant role in the discipline of students, teachers will follow the following steps in a fair and consistent manner and students will be made aware of the list of rules and expectations to be followed.

Unless an emergency exists, a student should be sent to the administration only after all steps are exhausted and no improvement in the student's behavior has been made. Once the student has been referred to the administration, the outcome will be determined by the administrator.

### **7 Step Progressive Discipline Procedure**

(Note: A student can be skipped to Step 3, 4, or 5 in certain circumstances)

#### **Step 1. Verbal Warning**

- The student will be given a verbal warning about the specific behavior that needs to be changed

**Step 2. Checkmarks** (These affect students' Citizenship/Behavior grade; please refer to "Citizenship Grades" section for more information)

- **Grades K –1**
  - Teachers work closely with parents on Class Dojo to teach young learners how to make positive choices.
- **Grades 2 – 6**

- If a student receives **1 checkmark** in one day, the student will lose **10 minutes** of his/her next recess.
- If a student receives **2 checkmarks** in one day, the student will lose **20 minutes** of his/her next recess.
- If a student receives **3 checkmarks** in one day, the student will lose **All** of his/her next recess.
- If a student receives **4 checkmarks** in one day, the student must report to the **office** and is moved to Step 3

### **Step 3. Office Visit/Detention**

- In school time-outs in the office, as well as lunch/recess/after school detentions can be given at the building administrator's discretion for any of the following reasons:
  - (Grades 2-6) – The student has received 4 checkmarks in one day
  - The student refuses to do work for an extended period of time
  - The student hurts another person (Ex: punching, kicking, pushing, etc.), which is an automatic Step 3
  - The student is exhibiting unsafe behavior (Ex: screaming, throwing objects, etc.), or serious enough to skip to Step 3, as determined by the building administrator
- If a student reaches Step 3, that student will automatically receive **4 checkmarks** (grades 2-6) if they haven't already done so
- The student will explain his/her behavior and how the behavior will change
- The student will receive an appropriate consequence for the behavior as determined by the building administrator (Ex: detention, apology letter, etc.)
- A **Conduct Report** written by the teacher and building administrator will be sent home to be signed by the parent
- Note: If an **After School Detention** is given, it will last from 2:45 p.m. until 3:30 p.m. Parents will be notified one day in advance by phone or written notice. If a notice is sent home, a parent signature is required.

### **Steps 4 and 5 Suspensions**

Suspensions can be assigned to a student at the building administrator's discretion. Progressive discipline procedures dictate the severity of consequences for behavior. The following are reasons for ISS/OSS assignment:

- Accumulation of 3 or more Conduct Reports
- Chronic violation of school rules that have not been modified by previous steps
- Threats of harm to another student or staff member
- Fighting or harming another student
- Bullying – doing physical or emotional harm to another student repeatedly and on purpose (Ex: hitting, name-calling, spreading rumors, etc.)
- Vandalism/destruction of school property
- Abusive language or inappropriate gestures
- Theft/stolen property
- Use or possession of alcohol or other drugs
- Use or possession of weapons

- Sexual harassment

#### **Step 4. In-School Suspension (ISS)**

Students assigned to ISS will automatically be lowered to a “C” grade in citizenship for the quarter in which the behavior/suspension occurs.

- Students in grades 4-6 **may** be assigned to the high school for ISS. Students in grades K-3 will serve ISS at the elementary school. All assigned work must be completed during the suspension.

#### **Step 5. Out of School Suspension(OSS)/Expulsion**

Students assigned to OSS will automatically be lowered to a “C” grade in citizenship for the quarter in which the behavior/suspension occurs.

**Suspension** - Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

- Suspension may be given by the principal or person in charge of the public school.
  - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
  - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
  - When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in chapter 12.8 of the Pennsylvania code.
  - Suspensions may not be made to run consecutively beyond 10 school days.
  - Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
- **Suspension Hearing** - When a suspension exceeds 3 days, an informal hearing will be conducted by the building principal or another designated administrator with the student and parent/guardian. The following due process requirements will be met:
    - Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
    - Sufficient notice of the time and place of the informal hearing shall be given.
    - A student has the right to question any witnesses present at the hearing.
    - A student has the right to speak and produce witnesses on his own behalf.
    - The district shall offer to hold the informal hearing within the first 5 days of the suspension.
  - **Expulsion** - Expulsion is exclusion from school by the Board of Education for a period exceeding 10 school days. Expulsion shall require a formal hearing before the school board or a committee of the board appointed by the President.
  - **Expulsion Hearing** - When an expulsion is required, a formal hearing by the board of school directors will be held. A majority vote of the entire board will be required to expel a student. The following due process requirements will be met:
    - Notification of the charges shall be sent to the student’s parents/guardian by certified mail.

- Sufficient notice of the time and place of the hearing must be given.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- The proceedings must be held with all reasonable speed.

## **CHEATING**

Honesty is a value we must encourage within our students. Cheating in any way must be considered a serious matter that will result in the following punitive measures:

1. 1<sup>st</sup> offense - zero on project, test, quiz, etc. - parents notified.
2. 2<sup>nd</sup> offense - "F" grade for the grading period and conference with parents. Should the incident involve more than one course, the principal along with the teacher will determine a fair consequence.
3. 3<sup>rd</sup> offense - administrative referral in writing.

## **AFTER SCHOOL DETENTION**

Shall mean the causing of an elementary student to remain after school on the night assigned for the period of 45 minutes. It is the responsibility of the parents to provide transportation home from detention.

1. Teachers and/or principal will maintain the detention hall.
2. Detention hall will last from 2:45 p.m. until 3:30 p.m.
3. Parents will be notified one day in advance by phone or written notice. If a notice is sent, a parent signature is required.
4. When a teacher assigns after school detention, the teacher is responsible for staying with the student unless arrangements are made with the principal.

## **BUS MISCONDUCT CONSEQUENCES**

If a student misbehaves on the bus, the following procedures will be instituted.

The bus driver will warn the student of the inappropriate behavior. After a warning has been given then the student comes under the following procedure:

1. **First offense:** driver will report the incident to the principal. The principal will confer with the student. A bus conduct form may be sent home if warranted.
2. **Second offense:** driver will again report the incident to the principal. The principal, depending on the severity of the incident, will discuss the matter with the student and may place the student on probation. A bus conduct form will be sent home.
3. **Third offense:** the driver will report the incident to the principal who could suspend the student from riding the bus for three (3) days. A bus conduct form will be sent home and the parents will be notified by phone.

4. **Any further incidents could result in the loss of bus privileges up to ten (10) days as long as a formal hearing precedes the suspension, the child could be suspended for longer than ten days if the action is warranted.**

Bus Conduct form will equate to 4 checkmarks. Involvement in an altercation of a physical or verbal nature could result in loss of riding privileges immediately. This would include any involvement in a physical altercation on the bus.

If a student has received a bus suspension as a consequence for bus behavior and does not attend school during that suspension timeframe, the school can file truancy charges.

## **FIELD TRIPS/ENVIRONMENTAL CLUB/CAMP FITCH**

Each class will plan a field trip sometime during the year. Students in 5<sup>th</sup> grade have the opportunity to participate in Environmental Club and 6<sup>th</sup> grade students attend Camp Fitch. Parents will be asked to sign a permission slip allowing their child to participate in events. Your child's teacher will notify you of the exact details. If a student has received an excessive number of behavior checkmarks and is not on track to earn a minimum of a "C" average in citizenship by the end of the marking period in which the trip is occurring, it may result in a student's inability to attend a field trip, special class opportunity or after-school activity. Attending school field trips is a privilege, not a right. If a pattern of continuous misconduct is observed resulting in suspension, the teacher and principal will determine final eligibility.

## **CLASSROOM PARTIES/BIRTHDAY**

The classroom teacher will plan parties for each class. Face masks/face paint are not permitted for the Halloween party. Parents will be asked to help provide treats for these parties. Treats for classroom parties will have to meet the guidelines for the Wellness Policy as well adhere to any allergies or medical conditions present in that grade level. Treats for student birthdays can be sent to school if a parent would like to provide them for the whole class. **JASD is a peanut/tree nut free facility. Birthday invitations to out-of-school parties will not be handed out to students unless every child in the classroom is included.**

## **VISITORS**

All visitors, including parents, must report to the school office before going to any other part of the school or grounds. The visitor will be given an identifying badge. This regulation must be enforced for the safety of the students and staff.

## **VOLUNTEERS**

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

### **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.

Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.

The two (2) classifications of volunteers are:

1. Position Volunteer - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. Guest Volunteer - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board. The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### **Certifications**

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

#### Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

#### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

#### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.

#### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

#### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

#### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in

accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.

### Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

### Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

## **SPORTS**

The following athletic programs are offered to the students of Jamestown Elementary School. Coaches will provide information and registration will be at the beginning of their designated seasons.

| Sport              | Age/Grade | Season |
|--------------------|-----------|--------|
| Cross Country      | 4/5/6     | Fall   |
| Basketball – Boys  | 4/5/6     | Winter |
| Basketball – Girls | 4/5/6     | Winter |

## **INSURANCE**

Accident insurance is available through a school student insurance program. Any student participating in intramural athletics must show proof of accident insurance of some type to participate.

Contact Superintendent's office for more information – 724-932-5557

## **ACADEMIC INFORMATION**

### **PROTECTED DISABLED STUDENTS**

Parents should be aware that the Jamestown Area School District does not discriminate against disabled students. Students that qualify for protected disabled must meet the following qualifications:

1. Be of an age at which public education is offered in the school district (age 6-21)
2. Have a physical disability which substantially limits or prohibits participation in or access to an aspect of the student's school program
3. Not eligible for special education services

Should you feel that your child might meet these qualifications, you may request an evaluation of your child as a "protected disabled" child. An evaluation may be requested by contacting the building principal or the school psychologist. There is no cost to you, the parent, for these services.

## **PSYCHOLOGICAL SERVICES**

Mr. Kinnear is the school psychologist for the Jamestown Area School District. Duties of the psychologist include the testing and identification of children who are exceptional and may be in need of special programming. If your child is referred to the psychologist because of difficulty in school related subjects, testing is required to determine the reason for the problem. This referral comes only after all other means of remediation have been tried. Testing by the school psychologist is done after permission has been obtained from the parents. A detailed report of the findings is always shared with the parents. Exceptionality is also found when a child is performing at a superior level and the psychologist then tests for giftedness.

## **SPEECH AND LANGUAGE SCREENING**

Speech and Language screenings are completed for all students in Kindergarten. Screenings may be done in the speech therapist's office. Anyone who wishes to request that the district initiate screening or evaluation activities for a child should contact the elementary principal.

## **SPEECH THERAPY**

Our speech program includes a diagnostic and remedial process by which children are identified and then coached by the therapist to remediate any speech problems that are found. This process takes a varying amount of time depending on the severity of the speech defect. Kindergarten children are screened and if any irregularities are found, the school will request permission for further testing. Once testing is completed, a full report is shared with the parents and appropriate measures are taken to help the child. Screenings are also done at various times throughout the years while the children are in the elementary school. They are done as precautionary steps in order to insure that each child is developing in speech as expected. The speech therapist is available on a limited basis for consultation and arrangements can be made by calling the elementary office.

## **HOMEWORK GUIDELINES**

It is the philosophy of the Jamestown Elementary School that the education process is of a continuous nature and is not confined to the classroom. Each student should be led to assume responsibility for his or her own learning through formation of individual study habits. Study habits are more successful when based on carefully arranged home study.

Homework in the primary grades should be minimal, with such activities as reading from a library book, studying spelling words, or practicing drills in math, reading, or other subjects as deemed necessary by the teacher. From time to time, special projects will be assigned for your child to complete at home with your assistance. These projects will be accompanied by instructions from the teacher.

Intermediate students' homework may vary according to the needs of the students. It may consist of reading, practice drills, searching for information, or completing a project. A study place or room is ideal.

But perhaps more important than a study place is the attitude of the parent and student toward homework. Success of students in high school or college depends upon their ability to study.

## **HOMEWORK REQUESTS**

Parent requests for homework assignments will be referred to the homeroom teacher by the office. The homeroom teacher is responsible to contact all other teachers and prepare the material needed. These materials will be sent home with the designated student or sent to the office as per instructions. Only those requests that are made prior to noon will be available the next day.

## **REPORT CARDS – ASSESSMENT OF STUDENT’S PROGRESS**

Please remember your child’s progress is rated according to his or her ability. When you have questions about your child’s grade, please make an appointment to see the teacher of record. Report cards are distributed every nine weeks with four-week interim reports sent for students who are experiencing problems.

### **Jamestown Elementary School Grading Scale is:**

A-----92-100%  
B----- 83-91%  
C----- 73-82%  
D-----65-72%  
F -----0 - 64%

### **Content Skill Assessment Scale:**

A – Advanced  
P – Proficient  
B – Basic  
BB – Below Basic

## **CITIZENSHIP GRADES**

The following process will be used to assess student citizenship and assign a grade. The citizenship grade will be computed by the number of check marks a student receives in relationship to the progressive discipline procedure. This plan allows the student to know what is acceptable and what is unacceptable behavior.

Each time there is an infraction of this plan, a check mark is recorded. The student accumulates check marks for the nine-week period and at the end, the total number of check marks is considered the citizenship grade. Students in grades 3-4 will receive a grade reduction of 1% per checkmark and students in grade 5 will receive a 1.5% reduction and students in grade 6 will receive a 2% reduction. A Classroom Conduct Report or a Bus Conduct Report is the equivalent of 4 checkmarks. If a student has been assigned an in school or out of school suspension during that marking period, the student will not qualify for honor roll status as their grade is automatically reduced to a “C”. In addition to the check marks, work habits and conduct outside of the classroom will count toward the citizenship grade. For each homework detention given, the citizenship grade will drop 1% for grades 3-4 and will drop 1.5% for grade 5 and 2% for grade 6. The following scale is used:

|                     |              |                     |            |                     |            |
|---------------------|--------------|---------------------|------------|---------------------|------------|
| Number of<br>Checks | Grade<br>3-4 | Number of<br>Checks | Grade<br>5 | Number of<br>Checks | Grade<br>6 |
|---------------------|--------------|---------------------|------------|---------------------|------------|

|       |   |       |   |       |   |
|-------|---|-------|---|-------|---|
| 0-8   | A | 0-5   | A | 0-4   | A |
| 9-18  | B | 6-11  | B | 5-8   | B |
| 19-28 | C | 12-18 | C | 9-12  | C |
| 29-38 | D | 19-27 | D | 13-16 | D |
| 39+   | F | 28+   | F | 17+   | F |

It is understood that every student, from time to time might have reasons why homework is not complete. Therefore, a system of “forgivens” has been established.

If the student has used the allotted number of “forgivens” each month, then the recess detention will be assigned because not doing homework is at that point determined to be an unacceptable behavior.

The following “forgivens” will be standard:

|            |                     |
|------------|---------------------|
| Grades 3-4 | 3 forgivens a month |
| Grade 5    | 2 forgivens a month |
| Grade 6    | 1 forgiven a month  |

Citizenship grades are considered very important and therefore will be a part of the honor roll in grade 4-6. Students who earn the right to be on the honor roll must be exemplary in every aspect of their school life. Our goal is to make each student responsible for his or her conduct in school. If a student has received an excessive number of checkmarks based on behavior or has received an unsatisfactory citizenship grade, it may result in a student’s inability to attend a field trip, special class opportunity or after-school activity.

## **PHYSICAL EDUCATION**

A student should be prepared for physical education class with proper footwear and attire. If a student is to be excused from physical education class, an excuse from a doctor is required.

## **HONOR ROLL**

Students in the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades are eligible for the honor roll. A student must obtain all A’s or B’s in all academic subjects, specials, and citizenship to be named to the honor roll.

## **PROGRESS REPORTS**

Unsatisfactory reports will be sent at the mid-point of each nine weeks to the parents of students who are at risk of failing a particular course at that point. These notices must be signed and returned.

## **PARENT/TEACHER CONFERENCES**

Teachers will make every attempt to schedule a time to discuss student performance with parents. Once a conference has taken place, a conference form will be completed and sent home with parent and a copy will be filed in student file. Parents are welcome at any time to make appointments with their child’s

teacher for a conference. Please call the school office (724-932-3181) to schedule a convenient conference time.

## **TITLE I**

Title I is a federally funded reading and math intervention system that is available for children who are experiencing difficulty in a regular education setting. Students are identified through DIBELS assessments and/or by their teachers and are referred to the Title I program for further diagnostic testing. The severity of the difficulty determines the level of intervention that is recommended. If your child will receive Title support, parents/guardians will be notified. Title support is available to all students in a variety of settings if deemed necessary.

## **PSSA (PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT)**

The PSSA tests are used to assess the academic performance of students in relation to the Pennsylvania Core State Standards at each grade level. PSSAs are administered to students as follows:

- Grade 3: English Language Arts and Mathematics
- Grade 4: English Language Arts and Mathematics
- Grade 5: English Language Arts, Mathematics and Science
- Grade 6: English Language Arts Mathematics

See district calendar for testing dates.

## **DIBELS *Next* TESTING**

DIBELS *Next* testing will be administered three times a year in the primary grades to determine each student's independent reading and math ability. As a result of this data, teachers will determine if additional support/interventions are necessary.

## **BENCHMARK/DIAGNOSTIC TESTING**

Benchmark/Diagnostic testing will be administered to all students in Grades 3, 4, 5, and 6. The test scores are used to determine each student's instructional needs.

## **KINDERGARTEN READINESS TESTING**

Kindergarten Readiness Testing will be administered to all incoming kindergarten students.

## **PROMOTION/RETENTION GUIDELINES**

**Purpose:** it is the procedure at Jamestown Elementary School that each child be moved forward in a continuous pattern of achievement and growth that is in consistent with his/her own development. Such pattern coincides with the system of grade levels established by the Jamestown School Board and the instructional objectives established for each.

**Promotion:** promotion should be determined on the basis of the individual student's growth. Academic attainment should be given primary consideration in determining promotion. There are also other factors related to a student's ability and performance that should be considered when placing the student where the most effective work can be done. Thus, in determining whether a student should be promoted, the promotion committee should take into consideration in addition to academic attainment such factors as the student's chronological age, social growth, emotional status, and effort. If a child has previously been retained and did not benefit from that retention, promotion can be considered. The same consideration should be made if the child is working to potential and retention would bring no benefit. A promotion committee, including the principal, will make a final decision of promotion/retention. Criteria considered includes success in the total program for that year, previous retention, emotional and social development, and the impact retention will have on the student's future educational success.

**Retention process:** the principal shall monitor procedures for promotion and retention of students to include:

1. Receiving the recommendation of the teacher for promotion or retention
2. Retention committee will conduct monthly meetings will include goals and data
3. Overseeing that the teacher is in communication with the parents on a monthly basis after January if there is the slightest possibility of retention
4. Will assure that any appropriate testing that will be necessary to determine student needs will be administered
5. Discussing the student's progress or lack of progress with the parents and others involved before making the final decision for promotion or retention based on what is best for the student.

**Guidelines for Retention:** in grades K- 6 after the retention process has been completed consideration for the retention will be based upon one or more of the following factors:

1. Little or no progress in the majority of academic areas as determined by curriculum based assessment and teacher evaluation
2. Evidence of social and/or emotional immaturity
3. Failure of two or more major subjects (reading, math, language arts, social studies, science, health)
4. A program of remediation shall be developed for the student for the year of retention.

Parents will be notified at semesters of possible retention and informed definitely by May 20<sup>th</sup> if their child is to be retained.

## **STUDENT RIGHTS**

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag:

1. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **FREEDOM OF EXPRESSION**

Students have a right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

Students may post bulletins and display materials provided they have obtained prior approval of the building principal. Copies of the newspaper, yearbook, or other student-printed materials must receive prior approval of the building principal. In all cases, such approval or denial shall be rendered before the time of posting or printing. Requesting for approval will be made in writing with a copy of the material attached.

## **SEARCHES**

School officials have the authority to lawfully search students or their belongings, including electronic devices, backpacks, purses, clothing and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their belongings without individualized suspicion, for the purpose of funding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

## **STUDENT CODE OF CONDUCT**

The following is a list of unacceptable behaviors that will lead to disciplinary actions by the Teacher/School Administration.

1. Threatening/intimidation of another student
2. Disorderly conduct (i.e. pushing, shoving)
3. Being disrespectful to a staff member - defiant
  - Being argumentative
  - Talking back - smart remarks
  - Refusing to comply with directives
  - Lying
  - Displaying anger when being held accountable
4. Use of offensive language
5. Disruption of class

## **ELECTRONIC DEVICES**

### **Purpose**

The Board adopts this policy in order to maintain an educational environment that is orderly, safe and secure for district students and employees. While electronic devices may provide a positive contribution when used for educational purposes, the Board recognizes that, whether intentional or not, the use of

personal mobile devices may create a social, intellectual and emotional barrier to being fully present during school and can cause disruption to the education process.

### **Definition**

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

### **Authority**

The Board prohibits use of personal electronic devices not issued by the district by students during the school day in district buildings; on district property; and during the time students are under the supervision of the district.

The Board also prohibits use of all electronic devices, personal or district-issued, in locker rooms, bathrooms, health suites and other changing areas at any time.

### **Personal cell phones and electronic mobile devices**

At the elementary level, personal electronic mobile devices must be turned off and stored in a student's bookbag during the school day.

At the middle/high school, personal electronic mobile devices must be turned off and stored in a student's locker at all times during the school day.

The district shall not be liable for the loss, damage or misuse of any electronic device.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

### **Exceptions**

The building principal may grant prior approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.

## **TOBACCO**

Tobacco product encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Tobacco use and possession by students is prohibited at any time in a school building, on school property, buses, vans, and vehicles that are owned, leased, or controlled by the district. The district will initiate prosecution of a student who possesses or uses tobacco in violation of the policy.

## **WEAPONS**

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

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on

property being used by the school, at any school function or activity, at any school event held away from the school or while the student is coming to or from school.

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding **with** law enforcement and Board policies.

## **Drug Awareness**

The Board of Education prohibits the use, possession or distribution of any drug on school property or at any school sponsored event. Students suspected of drug use, possession or distribution will be handled in accordance to the guidelines established in the school discipline code and guidelines for Student at Risk program. Students suspended, as a result of drug offenses shall be entitled to an education under the provisions of Chapter 12 of the State Board of Regulations.

## **CONTROLLED SUBSTANCES/PARAPHERNALIA**

### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **Definitions**

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

## **REASONABLE SUSPICION/TESTING**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **TERRORISTIC THREATS**

### Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

### Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

### Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

### **Delegation of Responsibility**

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

### **Guidelines**

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.

The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

## ELEMENTARY BEHAVIOR MANAGEMENT PROGRAM

### Unlawful Harassment

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment that is free from the intimidation, bullying and/or abuse that rises to the level of harassment. Harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of student and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith reports of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, gender, age, disability, sexual orientation or religion, or any other legally protected class or for engaging in any other protected activities, when such conduct is so severe or pervasive in nature that it:

1. Creates, or poses a realistic threat of creating, any substantial or material disruption to the educational process or activities.
2. Interferes with, or poses a realistic or well-founded threat of interfering with, the rights of the student or the student's access to or participation in the benefits or programs offered by the district.

It shall be a violation of this policy to harass a student.

**Sexual Harassment** is also a type of prohibited harassment. By way of further explanation, sexual harassment shall consist of, but is not limited to, unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of a student's education, or when submission to or rejection of such conduct is used as the basis for decisions affecting the individual.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

### **Reporting Incidents of Harassment**

Students are encouraged to report to teachers and/or school officials any incidents of harassment. Any student who alleges he/she is a victim of harassment in the district may complain directly to his/her building principal, guidance counselor or any district administrator, including the Compliance Officer. Upon receiving a complaint of harassment, the district shall investigate the allegations. The student may put his/her complaint in writing if he/she chooses.

Except for claims that are knowingly false, or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment will not reflect upon the complaining individual's status nor will it affect future grades, position or assignment. Knowingly false claims can, in appropriate circumstances, result in student discipline.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, basic fairness to the accused, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Consequences of Violating the Harassment Policy**

Any student in this district who is found, after conclusion of the district's investigation, to have engaged in conduct constituting harassment shall be subject to discipline ranging from a minimum of five (5) days out-of-school suspension (O.S.S.) up to and including expulsion. The incident may be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case.

## **BULLYING**

### **Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions**

#### **Definitions**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

Substantially interfering with a student's education.

1. Creating a threatening environment.
2. Substantially disrupting the orderly operation of the school.
3. Bullying, as defined in this policy, includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

### **Authority**

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicated a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report to the threat assessment team, in accordance with applicable law and Board policy. [2][3]

### **Discrimination/Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.[4][5]

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident Report:[1] [6]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][7][8]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

### **Education**

The district develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][9][10][11]

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][7][12]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **HEALTH INFORMATION**

### **EMERGENCY INFORMATION CARDS**

Parents must have on file with the school nurse a form that states where they would like their child to go if the parents cannot be located. This form also provides information regarding individuals that may be contacted and are authorized to pick up your child. Photo identification must be presented at the time of pick up and the student must be signed out in the office. Please update this information as needed. This is necessary in case of an accident, inclement weather, or if school has to be dismissed early for some other reason. A form for this purpose is sent home at the beginning of each school year. A working phone number must be provided in case of extreme emergency.

### **SCHOOL NURSE**

Miss Cameron is our school nurse. Her office is in the elementary school; however, she also works daily in the high school. If you have any questions concerning your child's health in school, Miss Cameron is available to answer your questions.

The following are some of the services provided by the school nurse for your child:

- \* Primary care for injury or illness
- \* Special screening tests
- \* Aiding the school physician in giving physical examinations to those students who choose this service
- \* Aiding the school dentist in giving dental examinations
- \* Classroom visitations for the purpose of enhancing good health habits

### **SCREENINGS**

All students in the Jamestown School District are eligible for screening to identify the need of any deaf or hearing impaired support service, blind or visually impaired support service, or speech and language support service.

#### **Hearing Screening**

Hearing screenings are done each school year in the elementary nurse's office for students in grades Kindergarten through third grade, those new students who have been identified special education, and new students to the district.

#### **Visual Screening**

Vision screenings are done each school year in the elementary nurse's office for students in grades K-6.

### **MEDICAL CONFIDENTIALITY**

A confidential health record is kept for each child. Please let the nurse know if there is a change in your child's health status. A change may refer to a recently identified medical condition, an allergy, medication change, or hospitalization. The nurse, along with the teacher, can make any necessary adjustments to ensure your child's safety and continued participation in school.

## MEDICATIONS

The Jamestown Area School District recognizes that parents have the primary responsibility for the health care of their children. Although the school district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while in school. When medication absolutely must be given during school hours, the following procedures must be followed:

Medication request forms must be completed and on file in the school health room. **Prescription and non-prescription medications now require the signature of (a) the family physician and (b) parent/guardian.** If a physician's note for over the counter medication is not on file in the nurse's office, any adult listed on the student's emergency form may come to the school to administer medication. A form must be completed for each medication, prescription or non-prescription medication to be given during school. For long- term medication, one form will be valid for the entire school year providing the dosage does not change. If the dosage of medication changes, a copy of the prescription or note from the physician is all that is necessary to change the dosage given during school. **An adult must bring all medications to school in the original container. Students are not permitted to transport medication to and/or from school.** All medication must be clearly labeled with the student's first and last name, medication name, dosage, and time medication is to be given clearly identifiable. Unidentifiable medications will be treated as unauthorized substances and will not be administered. Remember the nurse is willing to answer any questions or concerns you may have regarding your child's health. No medication, including over the counter, as well as, prescribed drugs are to be kept in the student desks, gym bags, book bags or pockets. This to include cough drops and other types of throat lozenges.

**Over-the-Counter Medications Form:** An over-the-counter medications form will be sent home in the student packets at the beginning of the school year. Parents/guardians may complete a form for each child yearly. Upon completion, the student may receive over-the-counter medications by the RN/LPN during school hours.

**Emergency Medications:** Current guidelines recommend that the School Nurse have one available in the nurse's office. Parents need to notify the school each school year and fill out the appropriate Emergency and Medication Forms. This information is then shared with all faculty and staff that may have contact with the student. These emergency medications include:

- **EpiPen**
- **Glucagon**
- **Albuterol**
- **Narcan**

## COMMON ILLNESSES

Students with a fever of 100.0 F or above will be sent home and must be free of a fever without the use of fever-reducers for 24 hours before returning to school.

Students who are ill due to vomiting will be sent home and must be free of vomiting for 24 hours before returning to school.

## COMMUNICABLE DISEASES

The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If your child has been diagnosed by a physician as having one of the following conditions, your child is to be kept home from school for the indicated period of time.

**Mumps, Measles and Rubella** – Diagnosis and recommendation by physician necessary

**Chicken Pox** – All vesicles must be crusted over and no fever present for 24 hours without the use of medication. The vesicles must be checked by a family physician (note to accompany) or the school nurse.

**Scarlet Fever** – Not less than seven (7) days from the onset or 24 hours from the institution of antibiotic therapy.

**Pink Eye** – Must be excluded from school until the eye is clear or has been diagnosed by a physician to determine it is no longer contagious.

**Impetigo** – Physician diagnosis and treatment indicated. Child may return to school with written notification from the doctor that the condition is no longer contagious.

**Tonsillitis** – 24 hours from the beginning of antibiotic therapy

**Scabies** – 24 hours after treatment with a copy of the prescription from the physician.

**Ringworm** – Until judged non-infectious by a physician

**Head lice**

### Guidelines: Head Lice:

1. A child shall be excluded from school as soon as evidence of nits or lice is found. Exclusions shall be until after he/she has been treated with a pediculicide and all lice and nits are removed.
2. The nurse or other school official shall notify the parent/guardian of the head lice infestation by telephone and/or by confirming letter.
3. If a child has been identified as having a head lice infestation, every attempt will be made to contact parent/guardian to provide transportation home for the child. If the parent/guardian has no transportation or is unable to be contacted by the school, the child will be excluded from the classroom for the remainder of that school day and an alternative study area will be provided. The student will be sent home at the regular time on the regular route.
4. District policy allows for no more than three (3) days of absence per incidence of head lice infestation and treatment. Additional days absent will be counted as unexcused/illegal and citations for absence may be filed as per district attendance policy. Students may be allowed to make up all schoolwork missed during their absence.
5. Following the third (3<sup>rd</sup>) occurrence of head lice, all subsequent exclusions from school for head lice will be deemed illegal/unexcused absences. Citations for unexcused/illegal absences will be filed as per district attendance policy. Students may be allowed to make up all missed schoolwork during their absence.
6. The student may not ride the bus/van or attend classes until after he/she has been rechecked by the school nurse. Therefore, the parent/guardian must transport the student to be checked by the school nurse after the head lice are treated and the child is free of lice and nits. The parent/guardian is expected to stay at the school until the head lice examination is completed by the school nurse. It may be necessary for the parent/guardian to take the child to a different school to see the nurse.
7. The parent/guardian must provide documentation of the pediculicide and the date it was used.
8. The school nurse shall check an infested student's school age siblings.
9. The school nurse will check classmates, friends, and relatives as warranted.

## **SCHOOL SAFETY PROCEDURES**

In order to ensure the safety and welfare of all students within the building, fire, severe weather, intruder, and evacuation drills will be conducted. In the event of an emergency that requires evacuation, the students will be escorted to an offsite location. School personnel will notify families if further action is necessary. Please do not call the school as phone lines may need to be used for emergency purposes.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Purpose**

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

### **Authority**

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

### **Guidelines**

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.

9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Student Behavior and Discipline Code and Board policy.

A listing of students' rights and responsibilities shall be included in the Student Behavior and Discipline Code, which shall be distributed annually to students and parents/guardians.

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

JAMESTOWN AREA SCHOOL DISTRICT

**Elementary Educational Travel form - 2 sided**

Students may legally be excused from school attendance to participate in educational tours or trips as provided through the Pennsylvania School Regulations. The specific basis for such excusals is reprinted below:

"Upon receipt of a written request from parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such a tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."

The decision to approve or deny the request is based on the student's grades and attendance record.

1. No trip will last longer than 10 school days.
2. No combination of educational trips will last longer than 10 school days.
3. No student may take more than three educational trips per school year.
4. Travel will not be granted during district or state testing periods
5. Any exception to the above policy would require approval of the board of education.

Name of student \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

School: JAMESTOWN ELEMENTARY SCHOOL Homeroom teacher: \_\_\_\_\_

Dates of desired absence (Inclusive): \_\_\_\_\_

Name of person who will be responsible for the student(s) activities \_\_\_\_\_

Use the **back** of this form to provide the proposed itinerary **and** a list of the educational components of the tour or trip.

Students must give advance notice to teachers for assignments. The longer the trip, the more advance notice is necessary. Once assignments are given, students are expected to complete all work before returning to class. Students must discuss potential time line problems with teachers **before** leaving on their trip. If work is not completed satisfactorily, no credit will be given for assignments.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Proposed Itinerary:

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List of education sites, events, or activities that your child will participate in while on the tour or trip:

- 1. 

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- 2. 

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- 3. 

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- 4. 

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- 5. 

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**Living Situation/Housing Issues/McKinney-Vento  
Education for Children and Youth Experiencing Homelessness  
(ECYEH)**

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually.

If you or someone you know is in need of assistance — please reach out to Mr. Gary Kinnear who is the Homeless Liaison at 724-932-3186 Ext 1245 or [REDACTED].

**Liaison Responsibilities:**

**The district's liaison shall coordinate with:**

1. Local service agencies that provide services to homeless children, youth, and families.
2. Other school districts on issues of records transfer and transportation.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children.

The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

**Definition of Homelessness:**

Homeless students are defined as individuals lacking a fixed, regular, adequate nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Whose primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school-aged parents in houses for parents if they have no other living accommodations.

**School of origin** is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

**Unaccompanied youth** is defined as a homeless child or youth not in the physical custody of a parent or guardian.

**Enrollment/Placement:** To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the 70 attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

**School/Health Records:** The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed. The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

The district will support families with accessibility to health-related resources — not limited to access to a physician, dentist, and other specialty doctors.

The district may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

**Placement/Disputes/Complaints:** If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school.

pending resolution of the dispute. If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter 71 Form, if given directly to a Liaison of the Homeless Initiative.

**Education Records:** Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

**Transportation:** The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

**Transportation Coordinator:**

Mrs. Lisa Nuhfer

**Fiscal Responsibilities:** The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will

bill the resident district for tuition and will report membership data according to state child accounting procedures.

4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident student.

**Training:** Offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The district's liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless students.
2. Understand the rights of such children, including requirements for immediate enrollment and transportation, and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

**Free and Reduced Meals:** All JASD students receive free meals (breakfast and lunch) at this time .

**Family Engagement:** Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year.

**If you need assistance to participate, please contact your building principal, Ms. Kristin Hope, or Mr. Brian Keyser.**

**Community Partnerships:** The District partners with community agencies to support families through collaboration. Some community partnerships include but are not limited to:

**Mercer County Behavioral Health Commission**

**Crawford County Department of Human Services**

**Academic Supports:** Students have access to numerous academic supports — based on the need of each individual student. Examples include but are not limited to:

Title 1 services

Multi Tiered Intervention Supports School Tutoring

High School Credit Recovery

**McKinney Vento Homeless Education Assistance Improvements Act:**

<https://www.education.pa.gov/K12/Homeless%20Education/mckinneyvento/Pages/default.aspx>

## Technology Guidelines

*Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Violation of the guidelines outlined in this document may lead to disciplinary action.*

1. Each person using computer technology equipment has the following responsibilities:
  - Enter the log-on name and password that is solely theirs. This gives the student access to his/her saved files from any computer on the School Domain.
  - Be mindful of the time so that documents are saved prior to the dismissal bell.
  - Report any computer problems or websites accessed in error to the adult/teacher on duty in the room.
  - Close all programs and log-off before the dismissal bell.
2. When you are utilizing district technology:
  - No tampering or misuse of the equipment and/or software
  - Report any problems with the equipment to the classroom adult/teacher.
  - Students may not change any network settings on the computer and log-on screen
  - Students may not publish any digital images (photographs), direct quotes, or other protected information without the written permission of the person, the assigning teacher/and/or the building principal.
  - Students must preview any reference material found on the Internet for the validity and worth of the information before choosing to print such information. Only pertinent information may be printed. Excessive printing will lead to consequences or denial of future privileges.
3. Acceptable use of the Internet:
  - The Board supports the use of the Internet in the district's instructional program to facilitate learning and teaching through interpersonal communications, access to information, research, and collaborations.
  - The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
  - The electronic information available to students, and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The school district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
  - The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
  - Inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action. This will include, but not be limited to, any damage to hardware, contamination, deletion of data, alteration of software, propagation or viruses, and similar infractions.
4. Internet Guidelines:
  - Communicating for collaborative purposes, as permitted by the district, with a peer, teacher, college/university professor, or researcher located elsewhere in the world (e.g., e-mail)
  - Gaining educational information or up-to-the-minute news from sources such as university libraries, government agencies, and research institutes
  - The following uses are prohibited:
    - Accessing personal websites, bulletin boards, chat rooms, etc.
    - Use of the network to facilitate illegal activity
    - Use of the network for commercial or for-profit purposes
    - Use of the network for non-work or non-school related work
    - Use of the network for product advertisement or political lobbying
    - Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication
    - Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
    - Use of the network to access obscene or pornographic material

- Use of inappropriate language or profanity on the network
  - Use of the network to transmit material likely to be offensive or objectionable to recipients
  - Use of the network to intentionally obtain or modify files, passwords and data
  - Impersonation of another user, anonymity and pseudonyms
  - Use of network facilities for fraudulent copying, communications or modification of materials in violation of copyright laws
  - Installation/use/downloading of games, programs, files, social media, or other electronic media
  - Use of the network to disrupt the work of other users
  - Destruction, modification or abuse of network hardware and software
  - Quoting personal communications in a public forum without the original author's prior consent
  - Revealing personal identifiable information (pii) addresses, phone numbers, etc., or distribute any message without the appropriate permission; all information and communications accessible on the internet are private property
5. Use of Digital Cameras or other school equipment that interfaces with technology:
- The Digital Cameras and other interface equipment belong to the Jamestown Area School District for use within the educational process and for school purposes. Any personal use is strictly prohibited (such as taking photographs to be posted on personal web pages with or without consent, any unauthorized and non-school sanctioned use of digital images for any outside purposes, etc.) Such infractions will lead to any or all the listed consequences.
6. Security
- System security is protected using passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files.
  - Students must not reveal their passwords to another student.
  - Users are not to use a computer that has been logged in under another student's or teacher's name
  - If you feel you have identified a security problem, you must notify the Technology Coordinator or Adult/Teacher or the building principal
  - The Jamestown Area School District reserves the right to log all network traffic.
7. Authority
- It is often necessary to access user accounts to perform routine maintenance and security tasks. User accounts are the property of the School District. The students should have no expectations of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school owned devices. The district may at any time review the content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement official, if deemed necessary. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.
8. COPPA Compliance
- Students 13 and under require parental consent to have accounts created and managed on their behalf. The programs, by the district or classroom teachers, that require accounts are listed below but may be added to throughout the year:
    - i. Amplify, Benchmark Universe, Canvas, Character Strong, ClassDojo, DiscoveryEd, Duolingo, DRC, Edmentum, EduTyping, eSchoolData, GetEpic, Google, Houghton Mifflin Harcourt, McGraw-Hill Education, Microsoft, NoRedInk, Quizlet, Remind, Renaissance, Rocket Cyber Program, Smart Futures, Splash and Learn, Scratch, Scratch Jr., Tinkercad, TurnItIn, Zearn
  - By signing this document, you are giving consent to the collection of information of your personal information to the aforementioned third parties.

## DEVICE AGREEMENT

*This iPad or Laptop Computer Use Agreement (the "Agreement") governs the use of the iPad or laptop computer and related equipment provided by the Jamestown Area School District ("District") to the undersigned District student. The District desires to provide the Student ("Student") and his/her parent(s) with technology equipment (the "Equipment") for use in furtherance of Student's instructional program pursuant to the following terms and conditions:*

1. Title and Ownership. The Equipment is and shall remain the property of the District. Student's interest in the loaned Equipment is only that of a user of the Equipment. Student agrees that he or she will not loan, sell, convert, or attempt, in any other manner, to dispose of or encumber the Equipment. The District shall have free access to the equipment at any time for the purpose of inspection, software upgrading or for any other purpose. As such, Student has no protectable privacy interest in any information stored or otherwise resident on the Equipment at any time.
2. Term. The Equipment shall be returned by Student to the District at the conclusion of the remote period or the school year, upon disenrollment from the District or upon disenrollment from the District's Cyber program. Student's use of the Equipment may be terminated by the District at any time upon violation of this Agreement.
3. Use of Equipment. The Equipment is provided for educational purposes in connection with the District's curriculum. Student's use of the Equipment is subject to Board Policy No. 815 (Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems), and any other administrative rules or procedures concerning the use of District equipment (including the Usage Guidelines outlined in the "Device and Technology Guidelines"). Student agrees not to upload, download, or otherwise place any additional software, not previously approved by District, onto the Equipment. Student shall not reconfigure the Equipment. Student shall not permit the use of the Equipment by other persons, except persons specifically authorized by the District.
4. Care of Equipment. When the Equipment is in the possession of Student, Student shall take reasonable care of the Equipment and shall be solely responsible for any loss or damage to the Equipment. Student shall not place stickers or similar items upon the Equipment or otherwise deface the Equipment. Should the Equipment be damaged or lost while in Student's possession, Student shall be responsible for the cost of repair or replacement of the Equipment unless covered by an applicable warranty. Replacement costs are estimates and are subject to adjustment: Laptop Computer (\$400); Laptop Case (\$25), Laptop Charger (\$65), iPad (\$419), iPad Case/Keyboard (\$120), Charging Cord (\$19), Power Adapter (\$19). Costs are subject to adjustment.

Wherefore, intending to be legally bound hereby, Student and his/her parent(s) have signed this Agreement.

## Appendix A

### Usage Guidelines

- For your use only- not to be used by other staff, students, or family members.
- Do not install personal software. Treat the notebook the same as other school equipment.
- Support will only be provided for district provided software and services.
- Do not decorate, no stickers, etc.
- Food and drink are not to be consumed near the laptop.
- Use the laptop on a flat, stable surface.
- Do not use water or other cleaning solutions on the laptop.
- Students are not authorized to use other students' laptops.

# Jamestown Area School District



P.O. Box 217, Jamestown, PA 16134  
Telephone: (724) 932-5557

**Home of the Mighty Muskies**

Kevin Boariu, Superintendent  
Brian Keyser, High School Principal  
Kristin Hope, Elementary Principal  
Molly Snyder, Director of Food Services

Cheri Gregg, Business Manager  
Gary Kinnear, Director of Special Education  
Daniel Stence, Coordinator of Technology  
Jeremy Allen, Director of Maintenance

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA)  
[Section 1112(e) (1) (A)] and the Every Student Succeeds Act [Section 112(e) (1) (A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends Jamestown Elementary School which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Jamestown Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certifications requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certification through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 724-932-3181 [REDACTED].

Sincerely,

**Kristin Hope**

Kristin Hope, Principal

## SIGN AND RETURN

### Jamestown Area School District

### Handbook Acknowledgement & Technology Device Agreement

- I. I acknowledge that I have read/received a copy of the Jamestown Area's Student Handbook for Grades K-6 for the 2026-2027 school year. I acknowledge that the policies in the handbook have been reviewed with me and that I have had the opportunity to read, ask questions about, and fully understand the policies and consequences contained therein (pertaining to students).
- II. I acknowledge that the use of a school desk/cubby is a privilege, not a right. While the Jamestown Area School District is willing to provide students with a desk/cubby in which to place school materials and personal property, I understand that the Jamestown Area School District does not relinquish its control of these desks/cubbies.

I have read and reviewed the "Searches" section of the Student Handbook (see page 48). **I understand that I have no expectations of privacy in my desk/cubby. I understand that my desk/cubby may be inspected or searched by a school official or employee at any time, for any reason** (pertaining to students).

- III. I specifically acknowledge that I have reviewed and understand the following policies and guidelines and consequences pertaining to each: "Attendance" (page 22), "School Bus Rules and Expectations" (page 30), "In-School Suspension" (page 36), "Electronic Devices" (page 48), "Bullying Policy" (page 56), "Student Rights and Responsibilities" (page 62), and any others in the student handbook (Pertaining to Students and Parents/Guardians).

### Technology Device Agreement

The **Technology Guidelines and Device Agreement** serve as the Jamestown Area School District's acceptable use policy. They are to be thoroughly reviewed by all students and their parents/guardians. Prior to any use of the district's computers, the Declaration of Adherence, given below, must be completed, and returned to the District Office.

#### Jamestown Area School District Technology Guidelines and Device Agreement Declaration of Adherence

I have read the information contained in this Technology Guidelines and the Device Agreement. I fully understand the protocol to follow when using the technology equipment provided by the Jamestown Area School District.

Any questions that I have about a course assignment involving use of the device or the internet will be directed to the teacher who made the assignment. The Technology Department, Principal's Office, or Classroom Teacher will answer any questions that I have regarding the use of the device or internet.

Should I breach any Technology Use Guidelines or Device Agreement supported by the School District, I understand that I will lose my privileges in accordance with the guideline(s) that I violated and further that I am subject to disciplinary action in accordance with school policy.

By completing this form, I agree to abide to both the Technology Guidelines and the Device Agreement described in the above-named-document(s). Additionally, my signature and those of my parent(s)/guardian(s) means that we have read the document so named and agree with the guidelines, Agreement detailed therein.

The checkboxes below indicate the items you will receive. If you do not receive any or all of these items, please call the District Office immediately.

Device ☒      Power Cord and Adapter ☒      Case ☒

Student Printed Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guridian Signature \_\_\_\_\_ Date \_\_\_\_\_