

**19-20**

**ELEMENTARY**

**STUDENT**

**HANDBOOK**



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## COMPLIANCE STATEMENT

It is the policy of the Jersey Shore Area School District not to discriminate on the basis of race, sex, religion, color, national origin, age, handicap or limited English proficiency in its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute.

For more information regarding programs, services, activities, and facilities that are accessible to and usable by handicapped persons or for inquiries regarding civil rights compliance, contact: Jersey Shore Area School District, 175 A&P Drive, Jersey Shore, PA 17740, 570-398-1561; or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

# Foreword

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Welcome! I am excited to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure your child can achieve his/her highest potential. We do this by offering a differentiated and challenging curriculum in all subject areas. We hold high expectations for not only our learners, but ourselves as well.

We also recognize that in order to be successful in school, your child will need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your child's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she does the following:

- **Attends** school daily and arrives on time, ready for the day's learning experience.
- **Completes** all homework assignments given on a daily basis.
- **Reads** daily to develop a love for reading and to improve literacy skills.
- **Shares** school experiences with you so that you are aware of his/her school life.
- **Informs** you if he/she needs additional support in any area or subject.
- **Knows** you expect him/her to succeed in school in order for him/her to be college and/or career ready.

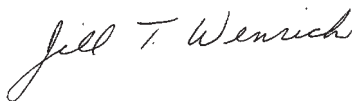
This handbook is designed to provide every caregiver with information that will allow us to operate the school with a common understanding of what is critical to teaching and learning. Please read through the handbook and familiarize yourself with its contents, as collaboration with you is critical to a successful school year.

Rules and procedures are outlined throughout in order to provide a safe, secure and orderly learning environment within which your child will grow and flourish. Having conversations with your child about the regulations and resources within this handbook is an important step toward assuring his/her success throughout the school year. Updates to the student handbook will be posted on the district website.

We thank you for giving us the opportunity to work with you and your child throughout their educational career. We encourage you to communicate with teachers and administrators should you have concerns or questions throughout the school year. In addition, we invite you to become an active member of our learning community through the parent-teacher organizations or any other opportunities which may arise throughout the school year.

We hope you are as excited as we are as we begin the new school year. It is my hope that we will all work together, as one, in fostering positive learning experiences for your child. Best wishes for an awesome school year!

Sincerely,



Dr. Jill T. Wenrich  
Superintendent

# Avis Elementary School Faculty and Staff

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Mr. Jon Jean, Principal

## **Kindergarten**

Mrs. Heather Karstetter

## **Grade 1**

Mrs. Angela Eaton  
Mrs. Brittany Smith

## **Grade 2**

Ms. Beth Keller  
Mrs. Courtney Weidler

## **Grade 3**

Mrs. Katy Verrelli

## **4th Grade**

Mrs. Alison Confer

## **5th Grade**

Mrs. Gina Wert

## **Art**

Mrs. Lisa Taylor

## **Music Teacher**

Mrs. Melissa Becker

## **Physical Education/Health**

Mr. Vince Shearer

## **Technology Applications**

Ms. Janet Wasson

## **Reading Specialist**

Mrs. Tammy Anderson

## **Library**

Mrs. Katie Wert, Librarian  
Mrs. Lisa Titus, Assistant

## **Speech**

Mrs. Cindy Ferguson

## **Gifted Support**

Mrs. Katie Wert

## **Title 1 Aide**

Mrs. Karen Bomboy

## **Custodians**

Mr. Scott Krupa, Head Custodian  
Mrs. Janice Welshans

## **Cafeteria Staff**

Mrs. Gail Merrill - Head Cook  
Mrs. Michelle Paulhamus, Cashier  
Mrs. Kristin Harrow

## **Lunchroom Monitor**

Mrs. Arlene Foulds

## **School Psychologist**

Mrs. Teri Bauman

## **School Counselor**

Mrs. Jennifer Patterson

## **Nurses**

Mrs. Christine Fink  
Mrs. Judy Morlock  
Mrs. Becky Shutts

## **Secretary**

Mrs. Juli Dincher

1088 Third Street, Jersey Shore, PA 17740  
Phone: 570.753.5220 Fax: 570.753.3460  
[jdincher@jsasd.org](mailto:jdincher@jsasd.org)

# Jersey Shore Area Elementary School Faculty and Staff

Ms. Adrienne Johnston, Principal  
Mrs. Jennifer Berry-Propst, Assistant Principal

## **Kindergarten**

Mrs. Nicole Bailey  
Mrs. Lisa Cenimo  
Mrs. Lisa Haines  
Ms. Jeanne Reeder  
Mrs. Beth Spotts  
Mrs. Pam Wehler

## **Grade 1**

Mrs. Theresa Caimi  
Mrs. Tabitha Gehr  
Mrs. Amy Jones  
Mr. Aaron Kemnitz  
Mrs. Ann Knipe

## **Grade 2**

Mrs. Nicole Allison  
Mrs. Stephanie Crist  
Mrs. Mary Engel  
Mrs. Adrienne Miller  
Mrs. Colleen Weaver

## **Grade 3**

Mrs. Brenda Neuffer  
Mrs. Diane Mantek  
Mrs. Jennifer Milbrand  
Mrs. Michelle Schoonover

## **4th Grade**

Mrs. Teri Dolan-Ward  
Miss Samantha Moon  
Mrs. Melissa Rogers  
Mrs. Samantha Smith  
Mr. Tyson Welshans

## **5th Grade**

Mr. Josh Ely  
Mr. Dennis Killion  
Ms. Sara Smith  
Mrs. Nicole Kephart

## **Art**

Mr. John Beveridge  
Mrs. Lisa Taylor

## **Music Teachers**

Mrs. Melissa Becker

## **Physical Education/Health**

Mrs. Megan Kodish  
Mr. Shawn Weaver

## **Technology Applications**

Ms. Janet Wasson

## **Reading Teachers**

Mrs. Angela Feerrar  
Mrs. Jennifer Ingraham

## **Library**

Mrs. Korinda Englert, Assistant

## **Speech**

Mrs. Cindy Ferguson  
Mrs. Susan Sechrist

## **Gifted Support**

Mrs. Katie Wert

## **Emotional Support**

Mrs. Mary Aungst

## **Learning Support**

Mrs. Amy Bischof  
Mrs. Brenda Lorson  
Mrs. Theresa Murray  
Mrs. Elaine Rauch

## **Life Skills**

Mrs. Debra Wheeler (K-2)  
Mrs. Jodi Woleslagle (3-5)

## **Nurses**

Mrs. Doreen Eisenhauer  
Mrs. Valli Danley

## **Aides**

Ms. Melinda Bartman  
Mrs. Donnica Confair  
Ms. Andrea Decker  
Mr. Chris Eck  
Mrs. Erin Eckley  
Ms. Devin Hershberger  
Mrs. Nancye Hoffman  
Mrs. Caroline Hufnagle  
Mrs. Ann Koon  
Mrs. Amy Liddick  
Mrs. Cindy Marshall  
Mrs. Nichole McAlister  
Mrs. Brenda Mumma  
Mrs. Jodi del Rosario  
Mrs. Dawn Stiffler

## **Custodians**

Mrs. Michelle Eyer  
Mrs. Judy Packer, Head Custodian  
Mr. Richard Reese

## **Cafeteria Staff**

Mrs. Mary Clarke - Head Cook  
Mrs. Jen Frantz  
Mrs. Cheryl Good  
Mrs. Judy Kiess  
Mrs. Cynthia Mantle  
Mrs. Karen Palmetter  
Mrs. Shelly Smith  
Mrs. Rosemary Wagner

## **Lunchroom Monitor**

Ms. Angel English

## **School Psychologist**

Mrs. Amanda Pauling

## **Guidance Counselor**

Mrs. Jennifer Patterson

## **Secretaries**

Mrs. Heather Lape  
Mrs. Sharon Sechrist

601 Locust Street, Jersey Shore, PA 17740  
Phone: 570.398.7120 Fax: 570.398.5624  
[hlape@jsasd.org](mailto:hlape@jsasd.org) or [ssechrist@jsasd.org](mailto:ssechrist@jsasd.org)

# Salladasburg Elementary School Faculty and Staff

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Mr. Jon Jean, Principal

## **Kindergarten**

Mrs. Jen Marriott  
Mrs. Lynsi Yohn

## **Grade 1**

Mrs. Lorre Robinson

## **Grade 2**

Mrs. Beth Gill  
Ms. Karen Kinley

## **Grade 3**

Mrs. Rachel Barth  
Mrs. Roxann Crist

## **4th Grade**

Mrs. Lisa Eiswerth

## **5th Grade**

Mrs. Holly Dittmar

## **Art**

Mr. John Beveridge  
Mrs. Lisa Taylor

## **Music Teachers**

Mrs. Melissa Becker

## **Physical Education/Health**

Mr. Vince Shearer

## **Technology Applications**

Ms. Janet Wasson

## **Reading Specialist**

Mrs. Gemma Rinella

## **Library**

Mrs. Katie Wert  
Mrs. Cindy Davis, Assistant

## **Speech**

Mrs. Susan Sechrist

## **Gifted Support**

Mrs. Katie Wert

## **Aides**

Mrs. Linda Kanouff

## **Custodians**

Mr. Jeff Weidler, Head Custodian  
Mr. Paul Wagner

## **Cafeteria Staff**

Mrs. Pam Farr, Head Cook  
Mrs. Violet Englert  
Mrs. Kimberly Lose

## **Lunchroom Monitor**

Mrs. Beaty Hall

## **School Psychologist**

Mrs. Teri Bauman

## **School Counselor**

Mrs. Jennifer Patterson

## **Nurses**

Mrs. Judy Morlock  
Mrs. Tammy Wheeler

## **Secretary**

Mrs. Cindy Mason

3490 Route 287 Highway, Jersey Shore, PA 17740  
Phone: 570.398.2931 Fax: 570.398.5066  
[chenry@jsasd.org](mailto:chenry@jsasd.org)

## **Building Hours**

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### **Student Times for All Elementary Schools:**

- 7:00 AM (Breakfast)
- 7:30 AM Homeroom
- 7:45 AM Academic Start Time

### **Teacher Times for All Elementary Schools:**

- 7:00 AM - 2:30 PM

If your child is going home, other than his/her normal way, it is necessary to send a note in with your child to his/her teacher. We like to plan ahead for dismissal in order to keep our students calm and not frightened or confused. You can help your child feel safe and secure by informing us in advance of changes in the after-school pick up routine.

## **Early Dismissal and Cancellation**

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On certain days throughout the year, our school will dismiss earlier than usual. Emergency weather dismissals will occur as the buses can be scheduled. During inclement weather situations, please listen to your local radio stations, watch television channels, check the district website at [www.jsasd.org](http://www.jsasd.org), and watch for posts on the district facebook page for cancellations or early dismissals. If you are not going to be home, please make advance alternate plans for your children and discuss them with your children so they have a clear understanding of what they are to do.

## **Automated Phone Home**

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Jersey Shore Area School District uses OneCallNow, a telephone communication tool, that sends important messages and provides attendance information to families. Under normal circumstances, parent contact is made at the primary contact number and by e-mail. In the event of an emergency, parents are contacted at all registered phone numbers, including work numbers; cell phone numbers; and home phone numbers. Parents/guardians are encouraged to register as many phone numbers and e-mail addresses as they wish. Parents should inform the school district of any changes in contact information.

## **Communication Between School and Home**

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### **E-mail**

It is important that parents have **active** email accounts that are registered with the schools and that are checked regularly by parents. Much information that is shared with parents will be done electronically using that email account. To register your email account with the school district, parents may do the following:

1. Send an email to Tori Meixel, Central Registration Secretary – [tmeixel@jsasd.org](mailto:tmeixel@jsasd.org) – with the following information:
  - a. In the subject line, “Register My Email”
  - b. In the body of the email, list all of your children’s full names, their grade level, and the buildings they attend.
2. Complete the online survey found on the school district web site at [www.jsasd.org](http://www.jsasd.org). The link to the survey is found in the middle section titled “Public Notices.”

Parents may register for **FREE** email accounts through services such as Google or Yahoo or Microsoft. Free Internet access to access your email account is available through the Jersey Shore Public Library. Parents need to register for a FREE library card and then may use the public library’s computers.

An active email account is essential to access and receive information from any of the following services:

### **MMS Parent Portal**

An active email account is essential for access to the MMS Parent Portal.

The MMS Parent Portal provides secure, self-service web-based access to parents so they are informed about their child’s daily progress in school. Parents will benefit from real-time, online access to grade averages, progress reports, homework, missing assignments, announcements, attendance, and discipline information. Parents can access the system from any location with an Internet connection.

The link to the MMS Portal is found on the main page of the school district web site at [www.jsasd.org](http://www.jsasd.org). The link is found on the left side in the section titled “Quick Links.”

Once you have your account established or if you need assistance, please contact Sharon Koch, Technology Department secretary, at [skoch@jsasd.org](mailto:skoch@jsasd.org) or 570.398.5251.

Remember, you will receive a letter at the beginning of the year regarding how to establish an MMS Parent Portal account.

### **MySchoolBucks.com**

An active email account is essential for access to MySchoolBucks.com.

MySchoolBucks is a parent's online portal to see information and pay your student's school related fees such as meals. Adding funds to your students account is easy:

First, access your account on MySchoolBucks and add your students. If you have multiple children, you can make multiple deposits for each child during your transaction.

Next, make a payment. The deposit amount can be placed against a credit card, debit card or your checking account. All payments are securely processed using our highly secure website and encryption. All payments are quickly credited to your students account.

Parents can set up low-balance alerts, recurring payment options, and review a student's purchase history.

No waiting is necessary. Funding your child's account is fast and easy. There is also customer support to help answer any parent questions.

To create an account, the link to the MySchoolBucks.com is found on the main page of the school district web site at [www.jsasd.org](http://www.jsasd.org). The link is found on the left side in the section titled "Quick Links." Look for the button to "Register for a Free Account" and follow the steps necessary to create your account.

To establish your account you will need the student ID number for your child. If you have a copy of your child's report card, the ID number is listed on it (it begins with 8888). If you do not have that report card, please contact Sharon Koch, Technology Department secretary, at [skoch@jsasd.org](mailto:skoch@jsasd.org) or 570.398.5251.

### **Things to know:**

- If you have more than one child in the district, you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into

multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Jersey Shore Area School District will not profit from the use of this site.

### **OneCallNow**

Communication with parents, especially regarding emergencies and school closings, is critical. OneCallNow is used to communicate daily telephone messages about a student's absence, school activities, and school delays, early dismissals, and school closings when weather or other events impact the school schedule. OneCallNow is used to convey "official" school district information to parents when it is essential to do so.

Basic information is automatically populated into OneCallNow from our Student Information System (SIS). The basic information that is populated includes: (1) the primary contact's name and address, (2) the primary contact's primary phone number, and the (3) primary's contact's email address. Parents have the ability to add additional phone numbers (cell phones of each parent, for example) and email addresses to the OneCallNow account. A letter will be sent out near the start of the school year indicating how parents may update their OneCallNow accounts with additional phone numbers and email addresses.

Since many homes are now replacing land-line phones with cell phones, it is essential that parents notify the school district when any phone number changes occur—especially when a cell phone replaces a land line.

If you need assistance with OneCallNow, please contact Sharon Koch, Technology Department secretary, at [skoch@jsasd.org](mailto:skoch@jsasd.org) or 570.398.5251. Remember, you will receive a letter at the beginning of the year regarding your OneCallNow account and instructions how you may update your information.

### **School District Web Site – [www.jsasd.org](http://www.jsasd.org)**

It is not necessary to have an email account to access the school web site; however, Internet access is essential. The school district web site is [www.jsasd.org](http://www.jsasd.org). On the main page of the web site, the following information will be found: (1) Quick Links, (2) News, including public notices, (3) Calendar, which will always include important dates during the school year.

In the FORMS section on the main page of the web site, parents will find the following information:

- (1) Parent Forms, including forms for educational field trips, class party forms, and application for free/reduced lunches,



(2) Transportation Forms, such as “Request for Special Transportation” when transportation is needed to child care or some other location on a regular basis.

Parents may email their child’s teachers or leave a voice mail. On the main page of the school district web site, click the “directory” button to find contact information for each school district staff member.

### **District Facebook Page – [www.facebook.com/jsasd](http://www.facebook.com/jsasd)**

It is not necessary to have an email account to access the school web site; however, Internet access is essential.

The school district recommends that parents “like” the school district Facebook page. The district uses that page to convey information about events happening in the district, PR about our student and staff achievements, and information that is essential to distribute quickly to our followers. School delays, closures, and early dismissals, and emergency information will be posted on the district Facebook page as an “official” source of information to parents and the community.

### **District Twitter Feed – @JerseyShoreAreaSD**

The school district will be using Twitter as an additional source of “official” information and as a way of getting information distributed quickly. Follow us on Twitter. More information will follow on this new service; it will be a great way to receive information by text on your cell phone.

## **Bus Rules and Regulations**

Bus riding is a privilege. For safety and convenience, all students must comply with the following rules. Parents will be notified when pupils fail to comply. Repeated violations may result in suspension of the privilege of riding buses.

1. Students are to be in the place assigned, both morning and evening, ready to board the bus at least five minutes early and must leave the bus at the designated stop.
2. Students must stand back from the roadway in an orderly line and wait until the bus comes to a full stop before entering the roadway to board the bus; students must wait for the bus to come to a full stop before leaving seats to leave the bus.
3. Students must take a seat after they board the bus.
4. Students must keep hands and head inside the bus.
5. Students must conduct themselves properly.
  - a. Students must never bother the driver while

the bus is in motion.

- b. Students must cooperate with the driver.
  - c. Students must obey the driver and report promptly to the principal when instructed to do so by the driver.
  - d. Students should keep track of personal property.
  - e. Students must not damage a bus; compensation for damages will be charged to the students’ parents.
  - f. Students may not eat on the bus.
  - g. Students may not possess or use tobacco in any form on the bus.
  - h. Students may not engage in loud talking, fighting, pushing or shoving, throwing anything, or moving from one seat to another (unless instructed to do so by the driver) on the bus.
  - i. Students may not bring or use electronic devices of any kind on the buses unless written permission has been granted by their principal to bring, but not to use, such devices to school for a special purpose.
  - j. Students should keep to a minimum the number of personal possessions such as band instruments and projects that they carry on the bus. These items must be held by the student. The bus company is not responsible for the care of these possessions.
  - k. Students may not bring water pistols or any spraying devices on the bus.
  - l. Students may not light matches or lighters on the bus.
  - m. Students may not bring or use alcoholic beverages on the bus. Narcotics of any kind are also forbidden as are weapons of any kind.
6. Students must warn the driver of approaching danger if the driver is unaware of the danger.

## **Bus Evacuation Drills**

The Commonwealth of Pennsylvania Public School Code requires school districts to conduct two bus evacuation drills a year on school grounds—one during the first week of school and one in March. All students—walkers and regular bus riders—will participate in the drills. It is essential for all students to participate as students may not only ride a bus to school, but they could also be riding a school bus for field trips, sporting events, transfer between buildings, etc. The drill will be conducted by certified school bus drivers in accordance with the Pennsylvania School Bus Driver’s

## Special Busing

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Students may only board and leave their buses at their designated stops. Only emergency daily requests for riding a different bus will be honored. Long-term requests for busing must be submitted to the transportation office for approval. Parents must submit a "Request for Special Transportation" form for any change. Requests for busing for students who do not normally ride a bus will not be honored.

## Procedures for Bus Infractions

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Students who have committed acts of misbehavior are subject to the following penalties:

1. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against driver's orders, arms or heads out of the window, refusing to identify himself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties:
  - First Offense -- A warning and parents will be notified.
  - Second Offense -- Suspension of riding privileges for three (3) days.
  - Third Offense -- Suspension of riding privileges for fifteen (15) days.
2. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out the windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties:
  - First Offense -- Suspension of riding privileges for three (3) days.
  - Second Offense -- Suspension of riding privileges for thirty (30) days (Review case after ten (10) days).
  - Third Offense -- Suspension of riding privileges for remainder of the year. Review case after thirty (30) school days.
  -
3. Hitting or pushing the bus driver, throwing objects at the bus driver when he is on or off the bus, or other similar offenses deemed by the principal to merit the following penalty:

- First Offense -- Immediate suspension of riding privileges (Review case after thirty (30) school days). The name(s) of student(s) and the nature of the misconduct shall be reported in writing on proper form by the bus driver. Acts of misbehavior, which occur during the morning trip, shall be reported upon arrival at school the same day that the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to effect disciplinary procedures within a 24-hour period. However, a student brought to school by the school bus shall be returned home by bus prior to the beginning of any suspension of his riding privileges. Principals shall notify the parents of the misconduct and of any disciplinary action which had been taken.

## School Visitors

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The Administration and School Board welcomes and encourages visits to the school by parents, other adult residents of the community, and interested educators. To ensure order in the schools, it is necessary to establish guidelines governing school visits.

The building principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following procedures:

- o Upon their arrival at the school, visitors must register at the office, where they will receive instructions.
- o Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business.
- o No visitor may confer with a student in school without the approval of the principal.

A buzzer system for visitor identification has been established at each school. Visitors will be expected to state their names and the nature of the business they will be conducting at the school prior to being admitted into the building. Visitors may be asked to show photo identification.

Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting. The Board has established these guidelines for the protection of all our children. Please adhere to the rules. If you have any questions, feel free to contact the principal.

## Policy 204 - Attendance

---

The Jersey Shore Area Elementary Schools will follow Policy #204 for our attendance procedures.

As a reminder, the board considers the following conditions as reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational travel, with prior approval.
7. Educational tours and trips, with prior approval.
8. Other reasons to be considered only if it directly affects the student and is agreed to by the school principal.

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

Family Emergencies are considered unlawful absences. Please contact the school regarding family emergencies.

**A maximum of ten (10) days of cumulative lawful absences verified by parental notification and/or medical excuse shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.**

### ACCEPTABLE STUDENT EXCUSE FORMS MUST INCLUDE:

- The student's full name
- The date(s) of absence
- The reason for the absence
- A parent or guardian signature
- A parent or guardian phone number to call if there are any questions.

#### Sample Excuse Form

Today's Date \_\_\_\_\_  
Student's first and last name \_\_\_\_\_  
Date(s) of absence \_\_\_\_\_  
Reason for absence \_\_\_\_\_  
\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Parent/Guardian Phone # \_\_\_\_\_

## Tardiness and Partial Day

### Absences

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When a student is late arriving or will be leaving school early, a note of explanation shall be given to the building office. Students arriving less than one and one-half (1 ½) hours after the start time will be considered tardy. Students leaving less than one and one-half (1 ½) hours before the end of the day will be considered dismissed. Students arriving to school one and one-half (1 ½) hours after the start time or leaving one and one-half (1 ½) hours prior to the end of the school day will be considered absent one-half day. Students who are present less than one and one-half (1 ½) hours during the school day will be charged with a full-day absence. All tardies, dismissals and absences shall be classified as either lawful or unlawful. Students are required to have a doctor's excuse when returning from a medical appointment.

Any student who participates in an extra/co-curricular activity on a given school day must be in attendance for the full day in order to practice or participate, unless the absence that day is classified as a required court appearance, death in the family, doctor's appointment verified by a medical excuse, or an absence approved by the principal.

**Electronic (email) excuses are NOT acceptable forms of parental excuses. Excuses must be signed by a parent or guardian. PDF and faxed excuses are acceptable.**

## School Attendance Improvement Plan

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It is the hope of the Administration to work with any student/family who is struggling to ensure regular, full day attendance. The following steps will be taken to help improve school attendance.

- 2 unexcused absences- families will be contacted by our School Based Outreach Worker, Margie Sauers.
- 3 unexcused/unlawful absences
  - Families will receive a written notice within 10 school days of the third absence.
  - Families will receive a letter confirming the date and time of the Attendance Improvement Conference.

**In accordance with Pennsylvania Truancy Law,**

**students with 6 or more unexcused/unlawful absences are subject to the following:**

For students under 15, the school must refer to the child to either:

- A school-based or community-based attendance improvement program
- CYS for services or possible disposition as a dependent child under the Juvenile Act.
- Additionally, the school will file a citation against the parent of a habitually truant child under 15 in a magisterial district court

## **Truancy**

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Administration may impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.

Students who accumulate thirty (30) days absences excused and unexcused from any year length course or fifteen (15) days of semester-length course may be denied credit or possible grade promotion. The final decision will be made by the principal after consultation with the Superintendent.

The Superintendent or designated administrator shall develop procedures for the attendance of students:

1. Jersey Shore Area School District will notify parents/guardians of the first unlawful absence.
2. Jersey Shore Area School District building principal will give written notification to the parents/guardians of the third unlawful absence. A conference will be arranged with the school district attendance officer or designee.
3. On the fourth unlawful day, a citation will be filed with the District Justice.
4. A referral process will be developed to refer students for truancy elimination plan/ intervention for subsequent unlawful absence.
5. A student will be referred to Children and Youth for habitual truancy. The court may be notified.

The law also provides for the removal of drivers licenses from truant juveniles for ninety (90) days

for the first offense and six (6) months for the second offense. Any unlicensed juvenile is prohibited from applying for a learner's permit for ninety (90) days for the first offense and six (6) months for the second offense commencing upon the day of the sixteenth (16th) birthday.

Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. Ensure that students legally absent have an opportunity to make up work.

Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parents/ guardians of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parents/guardians are being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.

## **McKinney-Vento Homeless Education Program**

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The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public

education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:**

- “Doubled up” - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, sub-standard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

**Residency and Educational Rights:**

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate

in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570.398.5250

## **Educational Trip Requests**

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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 (refer to **Request for Educational Trip Permission Form**):

1. All absences that result from an approved family educational trip shall be excused.
2. To be approved, a family educational trip must be under the direct supervision of a parent/guardian, or legal custodian; and must be preceded by the completion of all necessary paperwork delivered to the school principal at least five (5) days prior to the trip unless waived by the principal.
3. The school principal shall review the responsibilities of the student and family with the head of the household as well as initiate the formal approval process by assisting with any questions regarding the completion of the Request for Educational Trip Permission Form.
4. Students may be excused by reason of family

educational trips for no more than five (5) school days in any one (1) year.

5. The building administrator possesses discretionary latitude to grant additional day(s) toward an educational trip or activity with the approval of the Superintendent.
6. Principals shall have the authority to limit such absences to a lesser number if the student's pattern of absences to that date, appear to be detrimental to his/her educational progress. The principal shall indicate such limitation on the Request for Educational Trip Permission Form before it is filed with the Superintendent for final approval or disapproval

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.

## **Withdrawing Students**

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It is board policy that a child 17 years or younger is not to be permitted to withdraw without written consent of a parent/guardian. It is also required that all district-owned supplies and equipment be returned prior to withdrawal.

If you are planning to withdraw your child from school, please contact their school. The school has a withdrawal form that is to be signed by the parent/guardian and which is signed by teachers giving their current grade and approval of returned supplies. The student will be given a copy of the completed form to submit to their future school. If you are unable to go to the school, submit a written note to the school, prior to the student's last day, indicating the child's name, their intended last day of school and reason for withdrawal.

If you wish to withdraw after school is out for the summer, please contact Tori Meixel at the Central Registration Office, 570.398.5253, or stop in and visit between 8:00 am and 3:00 pm.

## **Homebound Instruction**

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Homebound instruction can be provided free of charge for students who are absent from school because of

serious illness or surgery. This service will be provided when the school receives a letter from your physician which includes a recommendation for homebound instruction as well as the diagnosis, prognosis, and estimated length of time that the student must remain at home. Contact a guidance counselor for this service.

## **Participation in Physical Education**

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If students come to school with crutches, stitches, or a cast, they typically are unable to participate in physical education classes. Occasionally a student with one of the conditions listed comes to school with a physician's note stating he or she can participate in physical education class. In those instances, the physical education teacher may have the injured student observe the physical education class as a precautionary measure so as not to compound the injury by the student's active participation.

## **Student Responsibilities**

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In order for students to develop into responsible individuals, it is necessary to make them aware of their responsibilities and assist them in assuming these responsibilities with increased self-reliance.

Each student shall:

1. Know all the rules and regulations for student behavior established by the Board and seek interpretation of items not understood.
2. Accept responsibility for his/her own actions.
3. Recognize that by law the teacher serves in place of the parent/guardian while the student is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom to all school-related activities.
5. Be aware that by law minors are compelled to attend school until seventeen (17) years of age and that regular, punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety and do not cause disruption of the educational process.
7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and the

- property of others.
9. See that all school-community communications are taken home to the parent-guardian.
  10. Be honest and ethical.

## Dress and Grooming

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The Jersey Shore Area School District supports a dress code which reflects two essential responsibilities regarding student dress and grooming. It is essential to maintain a safe, healthy, and learning-focused environment. With this in mind, the following guidelines have been established:

1. Shoes must be worn at all times. Footwear or other attire that constitute a safety hazard are not allowed.
2. Exposed midriffs, backless tops, halter tops, spaghetti straps, and one shoulder tops are not permitted.
3. Tank tops, muscle shirts and shirts or blouses that are extremely low cut in the front, back, and/or side are prohibited. Appropriate sleeveless shirts must cover the body.
4. Skirts / shorts should not be revealing and fingertip length.
5. Males are prohibited from wearing tank-tops and muscle shirts.
6. Hats, bandanas, or other head coverings are prohibited for all students.
7. Undergarments must be properly covered.
8. Clothing, buttons, jewelry, or other attire/items displaying messages either explicitly or implied relating to drugs, alcohol, sex, gangs, profanity, or violence are prohibited.
9. Chains (any length), spikes, or metal studs are prohibited.

All students are expected to respect the school environment. In an effort to minimize any distraction to teaching and learning, face paint, make-up, or hair styles that could disrupt or distract from the educational environment are prohibited.

This is not intended to be an exhaustive list. The administration reserves the right to have any student change clothing or other items that reasonably present a danger to others, distract from the learning environment, or are prohibited by other school policies.

Students found in violation of the dress code will be required to change into acceptable apparel or call home for appropriate clothing to be brought to the school. Students will also be detained from regular classes until appropriate attire is provided.

Repeated violations of the dress code will result in disciplinary action.

## Hair Care

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**Head Lice:** Lice are about the size of a sesame seed. They move quickly. They do not jump or fly. They can live approximately 24 hours off the body. They lay eggs which stick to the hair. These eggs then hatch leading to more lice.

Students have been reminded not to share brushes or hats. It is the parent's responsibility to check their children's hair for lice. Teachers will send students to the nurse for a head check if frequent itching is noticed.

Any student found to have lice/multiple nits may be excluded from school. All students must return to school within 48 hours of exclusion to be checked by the school nurse. If a student does not return to school within 48 hours additional absences will be considered unexcused and subject to fines per the attendance policy. The student must be brought to school by an adult and have his/her head checked by the school nurse prior to entering class.

### How to check hair:

Students have been reminded not to share brushes or hats. Girls have been asked to wear long hair up in a pony tail to avoid touching other students. Parents are expected to check their child(ren)'s hair for lice. Teachers will send students to the nurse for a head check if frequent itching is noticed.

- Parents/legal guardians of any student found to have lice/nits will be contacted in order to have the child picked up from school. The student will be excluded from class until treatment for lice has been successful in removing lice/nits.
- All students must return to school within 48 hours of exclusion to be checked by the school nurse.
- The student must be brought to school by an adult and have his/her head checked by the school nurse **prior** to entering class.
- If a student does not **return to school within 48 hours**, additional absences will be considered unexcused and subject to fines per the attendance policy.

## Student Accident Insurance

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School recess, one-day field trips and general day-to-day activities can all lead to injuries. Having coverage during school hours, or around the clock can insure your loved ones get the care they need without financial

hardship to your family. Any enrolled student is eligible for coverage.

**Available Plans Include:**

- School Time Accident Only
- 24-Hour Accident Only
- Interscholastic Sports
- 24-Hour Dental

All available plans are offered by Special Markets Insurance Consultants, Inc. To research which plans are being offered please visit the website's online enrollment tool at [www.k12specialmarkets.com](http://www.k12specialmarkets.com). Enrolling is easy and only takes a few minutes. Parents have the option of printing and mailing the enrollment application with a check or money order or enrolling online. More than one child can be enrolled on the same application. For questions, call 1-800-727-7642 to speak to a SMIC representative.

## Elementary Grading System

**Kindergarten** grades are based on students' progress toward mastery of the PA Core Standards. The chart below defines the rating scale.

	Achievement Grades in Academic Subjects		Sub-skill Grading Scale
4	Advanced		+ Meeting the standard
3	Proficient		- Not yet meeting the standard
2	Basic		N/A Not assessed at this time
1	Below Basic		

**In grades one (1) through five (5), writing** grades are based on students' progress toward mastery of the PA Core Standards. The chart below defines the rating scale.

ME - Meeting Expectations	Student demonstrates grade level without significant errors
AE - Approaching Expectations	Student is beginning to demonstrate grade level skill. Work may contain repeated errors and/or require teacher assistance
NA - Not Assessed	This skill has not yet been assessed.

**In grades one (1) through five (5)**, academic subjects of **math** and **science** are based on a percentage grade representative of these levels:

100 - 94%	Superior
93 - 86%	Above Average
85 - 78%	Average
77 - 70%	Below Average
69 - 0%	Failing

**In grades one (1) through five (5)**, English Language Arts grades are communicated in the form of a percentage. The chart below, aligned with the Journeys reading series and the PA Common Core State Standards, provides a guide for interpreting percentage grades on ELA tests and assignments.

80% - 100%	Advanced
60% - 79%	Proficient
40% - 59%	Basic
20% - 39%	Below Basic
0% - 19%	Far Below Basic

Included below is a table with information on the subjects, grade level, grading type, and the quarters there will be grades on the report card for specific subjects.

Subject	Grade Level	Type of Grade	Quarters Reported
Band	4th and 5th	AE, ME	2nd and 4th
Physical Education	1st through 5th	AE, ME	2nd and 4th
Art	1st through 5th	AE, ME	2nd and 4th
Chorus	4th and 5th	AE, ME	2nd and 4th
Music	1st through 5th	AE, ME	2nd and 4th
Technology Apps	3rd through 5th	AE, ME	2nd and 4th

Report cards are distributed four times during the school year. Special reports from the teachers, indicating strengths and weaknesses, may come at any time. Conferences are twice a year during designated conference days. You or the teacher may request a conference at any time to discuss immediate concerns. The end-of-year report card is mailed home.



## Policy 105.1 - Curriculum Review by Parents/Guardians and Students

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The Board adopts this policy to ensure that parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. No more than one(1) request per semester may be made by any parent/guardian or student for each enrolled child.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting for the specific material being sought for review.
3. The written request will be sent to the building principal.
4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for review.
5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
6. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

## Homework

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The use of homework is a valuable tool in extending the educational program into the home is a proven technique of effective schools. Classroom instruction

is reinforced, high expectations are supported, students are motivated toward self-direction, and the relationship of school and home in the learning process is strengthened.

The purpose of homework is to provide further practice, prepare for future lessons, to reinforce what was already learned and to apply learned skills with new situations, such as reports and projects. Suggested daily time allotments are:

- Kindergarten and 1st Grades: up to 15 minutes
- 2nd and 3rd Grades: up to 30 minutes
- 4th and 5th Grades: up to 40 minutes

No specific time policy will work perfectly in all cases of individual differences in children. Students should take full responsibility for their homework; however parents can and should provide support. If your child consistently struggles with completion of the homework within the suggested time frame, it is the parent's/guardian's responsibility to contact the child's classroom teacher. In addition to asking about the child's homework daily, provide a definite time and work place for assignments, check homework, and insist on neatness. Research shows students that are read to 10 minutes daily (in addition to suggested school time allotments) show significant improvements in reading level, vocabulary, and reading comprehension.

## Plagiarism and Cheating

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Plagiarism is defined as using other people's research, writing, or intellectual property without giving proper credit to the author. Copying and downloading work is considered plagiarism. Plagiarism is unacceptable and is a punishable offense.

## Conferences

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Parent/teacher conferences are held in November each year. However, parents and/or teachers may request a conference at any time throughout the school year. Parents wishing a conference should call or come to the school office to make an appointment.

## School Wide Positive Behavior Support Program (SWPBS)

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This is a district-wide initiative. Our elementary staff has dedicated a great deal of time to be trained and have created a plan to implement SWPBS to meet the needs of our students/staff. SWPBS is a data-driven program that is completely tailored to meet our

changing behavior needs. Research shows schools who implement SWPBS see a marked DECREASE (20-60%) in Office Disciplinary Referrals, a marked INCREASE in instructional time with students, and improved perceptions of safety.

The elementary schools have adopted this commonsense program for teaching positive, kind, and caring behaviors for many reasons including the following philosophy:

“If a child doesn’t know to read, we teach.  
If a child doesn’t know how to swim, we teach.  
If a child doesn’t know how to multiply, we teach.  
If a child doesn’t know how to drive, we teach.  
If a child doesn’t know how to behave, we....?”  
-Herner, 1998

The most often offered response to the last statement above is “punish”, but we believe it be first and foremost to “teach”. THAT is what School Wide Positive Behavior Support is all about.

## **B.A.R.K.: Our Elementary Bulldog BARKs of Good Behavior**

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The staffs of the elementary schools are talking with students about the four major components of keeping the schools good, safe, and friendly places to be learning. The components are:

- 3-5 broad school rules
- Explicit instruction for appropriate behavior in all school settings
- A school-wide positive reinforcement plan for all students and staff
- A systematic procedure for handling chronic behavior difficulties. “Handling” starts with re-teaching alternate ways to behave in situations that have students confused about what should and can be done better the next time their behavior is put to the test.

*B.A.R.K.* behavior is prized and praised by the students and staff in the schools. The acronym stands for:

- B: Be Respectful
- A: Act Responsibly
- R: Remember Safety
- K: Keep on Learning

## **School Discipline**

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The Board shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person and property of others, and preserve the degree of order necessary to the educational program in which they are engaged and obey the constituted authority and respond to those who hold that authority.

Students are expected to act in a reasonable sensible manner that reflects the general attitudes and beliefs of this community. Each disciplinary case will be treated on an individual basis.

It is our expectation that students will follow the school and classroom rules and listen to faculty and staff members. Should they choose not to, they may receive the following consequences: reprimand by a staff member, contact with parents, parent conference, loss of privileges, isolation in the classroom or other areas, removal from the classroom on a temporary basis, assigned additional duties, detention, in-school suspension, or temporary out-of-school suspension.

## **Bullying/Cyberbullying**

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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.

**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. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school; parental conference; loss of school privileges; exclusion from school sponsored activities; detention; suspension; transfer to another school building, classroom, or school bus; expulsion; counseling/therapy outside of school; referral to law enforcement officials. (Reference: Board Policy 249 Bullying/Cyber-bullying)

## Assembly Programs

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1. Students should enter the large class group instruction area in a quiet, orderly manner.
2. Stay in line. Move to the class seating area and sit quietly.
3. Talk quietly with neighbors only until the program is about to begin.
4. Listen when the assembly is about to begin.
5. Remain quiet while the program is going on.
6. Clapping at the end of the program shows audience appreciation. No booing and/or shouting at any time are allowed.

## Detention

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The students are responsible to the entire professional staff, their home classroom discipline plan and procedures, and to the district discipline policy.

Should all feasible alternatives for classroom discipline be exhausted, the school has a detention program that may be used. Detention can be for infractions such as (but not limited to) disrespect, fighting, disrupting others, incomplete homework, class assignments, and/or continuous behavioral problems.

The detention program is scheduled as needed. Parents will be notified in writing of the detention within 48 hours of the offense and asked to indicate their arrangements for picking up their child at the conclusion of the detention.

## Counseling Program

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A professional school counselor is a member of the school's educational faculty to advocate for and support the educational, career, emotional, and social needs and development of all students.

Guidance and interventions may include individual, group, and classroom lessons and parent/family consultations. The school counselor respects the inherent rights and responsibilities of parents for their children. The counselor seeks to establish a collaborative relationship with parents in order to facilitate the student's maximum development.

Students may be referred by family, teachers, or administrators for short-term, specialized attention to developing skills or improving motivation that will address barriers to learning and promote healthy development. Students may make self-referrals which

will be assessed for further intervention as determined by the counselor in consultation with parents and teachers.

The school counselor has information and resources to share with students and families. Parents are invited and encouraged to stop in or request a conference. Please feel free to contact the counselor directly or make contact through the child's teacher or principal.

## Soliciting

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No students are permitted to sell (i.e. chances, candy, etc.) for any organization during school hours. No representative of any organization may distribute any moneymaking devices among students for their sale without prior approval from the building principal.

## Pets in School

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Pets or other animals, caged or uncaged, should not be brought to school by students. These include, but are not limited to, hamsters, gerbils, cats, dogs, snakes, etc.

## Invitations

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Invitations to private parties can only be given out at school if each child in the classroom is included. Should this not be the case, please deliver them privately through the mail or directly to the intended guests.

## Medication Policy

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The administration of medication to a student during school hours is permitted with parent permission and a written order from a physician. **ALL** medications including over-the-counter medication, must have a written order by the doctor for the school nurse to dispense. This includes cough drops, cough syrup, Tylenol, and other similar medications. Only medications needing 4 times a day administration or more will be given at school unless instructed by the doctor. Any student who carries an inhaler or EpiPen must have a physician and parent permission on file in the nurse's office.

The parent/guardian is primarily responsible for the administration of any medication to their child during school hours. Before any medication can be given, the School Board requires:

- Written permission by parent/guardian and physician order must be on record in nurse's office.
- Parent/guardian must bring medication to the

nurse in the original prescription bottle, properly labeled by the registered pharmacist as prescribed by law.

- Each medication must be ordered by the doctor with proper name of medicine, dosage, route, and time to be given. The prescription on the bottle is not enough information for the nurse to give the medication. A written doctor's order is required.

If you have any questions regarding this policy, please contact your school nurse.

## **Stock Epinephrine Protocol**

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Due to the increasing number of severe allergic reactions requiring the use of epinephrine, a new law passed (**School Access to emergency Epinephrine Act 195 of 2014**) which allows public schools to stock epinephrine auto-injectors and train school employees to administer the medication in the case of a life threatening allergic reaction (anaphylaxis).

The Jersey Shore Area School District maintains stock epinephrine in the form of an Epipen (premeasured auto injector) at each school. If symptoms of a severe life threatening allergic reaction are noted, the school nurse or staff trained in the symptoms of anaphylaxis and proper technique of an Epipen will administer the premeasured dose of epinephrine into the outer thigh. 911 will be called for anyone suspected of having anaphylaxis, whether or not they receive epinephrine.

**We are required to notify parents that they may exempt their child from receiving epinephrine by signing an "opt out" form.** If your child is having a life threatening allergic reaction and the form is signed, epinephrine will not be administered but 911 will be called immediately and the parent will be called as soon as possible. Opt Out forms can be found on the JSASD webpage, click on information, school nurse information, then forms. New opt out form must be completed yearly.

## **Free and Reduced Meal Program**

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Children need healthy meals to learn. The Jersey Shore Area School District offers healthy meals every school day. To find out if your child is eligible for free or reduced meals, please complete an application found on main page of the school district web site OR apply online for free or reduced school meals and other benefits at [www.compass.state.pa.us](http://www.compass.state.pa.us). If you complete a paper-based application, it may be returned to your

child's school office OR it may be mailed to: Food Service Director, Jersey Shore Area School District, 175 A and P Drive, Jersey Shore, PA 17740.

It is important to know that parents may file applications for free and reduced meals at any time during the school year—not only at the beginning of the school year. It is also important to know that the application process is

CONFIDENTIAL. If a child is granted free and reduced meal status, it remains confidential. There is nothing to identify the child as receiving free or reduced meals; all meal charges are scanned from the student's debit card, which look like the card that all other children have.

**DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

**WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all those living in your household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

If you have received a NOTICE OF DIRECT CERTIFICATION for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

1. **WHO CAN GET FREE/REDUCED MEALS?** All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) can get free meals regardless of your income. This includes children living in the household who do not receive SNAP or TANF. Your children can get free/reduced meals if your household's gross income is within the free/reduced limits on the Federal Income Eligibility Guidelines. The required Federal Eligibility Income Chart is included in this letter.
2. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of

income and should be included on the household application.

3. **CAN HOMELESS, RUNAWAY, HEAD START AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, head start or migrant qualify for free meals.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for free meals for the new school year.
6. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
8. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials.
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
13. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE.**

### **IS THEIR COMBAT PAY COUNTED AS INCOME?**

No, if the combat pay is received in addition to their basic pay because of their deployment and it wasn't received before they were deployed, combat pay is not counted as income. Contact your school for more information.

### 14. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?**

To find out how to apply for SNAP and/or other assistance benefits, contact your local assistance office or call 1-800-692-7462 (1-800-451-5886 TDD number for individuals with hearing impairments).

## **Breakfast/Lunch**

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Student breakfasts, lunches, and milk are purchased through the use of a debit card. Deposit slips are sent home every Friday, or as necessary. Money may be deposited at any time during a school week. A-la carte items may also be purchased (if parent indicates) through the student debit card.

Children are not permitted to take open containers with snacks or other food items purchased at lunch (or breakfast) out of the cafeteria. Please share this information with your child(ren). Most important is the issue of food spoiling, which may be unhealthy to eat if taken out of the cafeteria without proper storage for later consumption.

## **Charging of Breakfasts/Lunches**

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The Jersey Shore Area School Districts wants all our students to eat breakfast and lunch, and we want to allow students to choose their own meals from the choices available. As a school district we also have financial responsibilities to all of our parents and all of our taxpayers who will end up funding those large unpaid accounts.

In the attempt to address these conflicting concerns, we have instituted a sequence of actions/consequences that will occur when negative balances are incurred. The Approved Procedure for Food Service Charges and Negative Balances can be found on the district website at <https://www.jsasd.org/Page/8913>.

## **Cafeteria**

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Here is a list of basic rules we like the children to follow in order to have a pleasant lunch:

1. Be respectful of school personnel, teachers, aides, and lunchroom workers.
2. Use table manners.
3. Talking in normal tones; no shouting, please.
4. Students may not take food from another student.
5. Students may not throw food or blow paper through straws.
6. They should not run, kick or fight.
7. Students remain seated and socialize during their lunch period.
8. Students must clean up their eating area.
9. Students must sit properly on their stools.
10. Students must listen to and follow the rules.

In order to help reinforce the manners they are taught at home, the following are cafeteria discipline procedures for infractions:

1. Verbal warning
2. Move to another table
3. Sit alone
4. Discipline referral slip to teacher and consequence by teacher; discipline referral slip sent home for parent to sign
5. Second discipline referral slip to principal; parent contact by phone/letter and consequence
  - a. Loss of recess
  - b. Loss of privilege(s)
  - c. Eat lunch with parent/principal
  - d. In-school suspension or detention

Severe Clause: Any student engaging in severe and/or dangerous behavior will proceed to #5 immediately.

## Student Accounts

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Student accounts refer to all textbooks, library books, school equipment, other school property, and clubs or activity fundraising participation and cafeteria charges. At the close of each school term, all business matters with the school must be fully settled. Failure to do so will result in the withholding of report cards and other academic records.

For students withdrawing from our district, restitution needs to be made before records will be forwarded to the receiving school.

## Making Restitution

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The following table will be used to determine the percentage of depreciation based on the age of the book.

1 year old – original cost less 10%

2 years old – original cost less 20%

3 years old – original cost less 30%

4 years old – original cost less 40%

A student will be charged the full price of consumable books (i.e. workbooks).

## Snacks

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Your child has entered a phase of rapid growth where nutritional and dental problems may occur more quickly. Children need healthy refreshments every few hours to maintain sound bodies and minds. Some suggestions for healthy snacks include:

- Fresh fruits - apples, oranges, or bananas
- Fresh vegetables - carrot and celery sticks
- Crackers or sandwiches - stuffed with cheese, meat, or peanut butter
- Munchies - popcorn, pretzels, peanuts, bologna, and cheese
- Bottled water

## Shared Food Procedures

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All food that will be shared with or given to students must be arranged through The Nutrition Group. The Nutrition Group is the food service provider for the district and a menu of the items they offer can be found on our website. From our main webpage, [www.jsasd.org](http://www.jsasd.org), hover your mouse over the “Departments” ribbon and choose “Food Service Office” from the drop-down menu. Once on the food service page, on the left side of the screen you will see a “Catering” link and an “Elementary Party Order Form” link. These links can be used to select items for any special treats, classroom parties, events, etc. While the Elementary Party Form has prices listed, you would need to contact the Food Service Director of the Nutrition Group for prices from the catering menu. The contact information is listed on the Food Service webpage.

The schools will no longer be able to allow any food to be brought in that will be shared amongst students. This will not impact students who bring in their own packed lunch or their own individual snacks as those are not items that are to be shared with other students. If you have any questions regarding this change in procedure, please contact your building administrator.

## Toys, Games, Radios, etc., at School

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No radios or expensive games or toys should be brought

to school. Inappropriate toys, like guns and knives of any kind, are strictly forbidden to bring to school. Parents will be called to pick up such items should students bring them to school.

## Electronic Communication Devices

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Students are prohibited from using any electronic or digital device (such as cell phones, pagers, cameras, or beepers) while in school, while using transportation provided by the school, or while participating in school-related activities before or after hours. Elementary students are discouraged from carrying any such device unless prior approval is obtained from an administrator. Parents will be called to pick up such items should students bring them to school.

Any exception to this policy must be approved by the administration.

## Fire and Disaster Drills

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1. Line up immediately after hearing the fire bell.
2. Do not talk. You must be able to hear directions.
3. Move in a quiet and orderly manner to the assigned door and go to your assigned area immediately.
4. If you are not with your class when the alarm sounds, move to your assigned area immediately.
5. Remain in line until the all-clear sound.
6. Return to your room in a quiet, orderly manner.
7. Do not panic. Do not run, push, or shove to get to your assigned area.

## Policy 211 - Accident Insurance

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Student accident insurance is available to be purchased by parents/guardians through the District. Parents/guardians are responsible to pay the premiums of the insurance if they choose to take advantage of this opportunity. Please refer to Jersey Shore Area School District Policy 211 for more details. This policy is located on the district website.

## Policy 222 - Tobacco

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### ACT 145 OF 1996: USE OF TOBACCO IN SCHOOLS

The new law amends Title 18 (Crimes and Offenses). The law clarifies the School Tobacco Control Act in P.S. Section 1223.5 for school districts and local district

justices.

### The Major Changes to the Tobacco Policy law are:

Possession (not only use) is now included into the law.

Unlighted tobacco is added to the law.

Possession of use of these items is identified as a summary offense.

**The new law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50.00 (plus a minimum court cost of \$63.00) for the benefit of the school district, in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.**

## Policy 224 - Care of School Property

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

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

The cost of school property destruction or defacement by a student shall be charged directly to the student and parents/guardians. Other penalties may be assessed by the school administration or by the laws of the Commonwealth of Pennsylvania.

# Policy 227 - Controlled Substances/Paraphernalia

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The School 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.

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Board will work to educate, prevent, and intervene in the use and abuse of all controlled substances by the entire student population.

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 school-sponsored activities.

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

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

1. Controlled substances prohibited by federal and state law.
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. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**Distributing** – deliver, sell, pass, share, or give any controlled substance, as defined by this policy, from one person to another or to aid therein.

**Possession** – possess or hold without any attempt to distribute any controlled substance determined to be illegal or as defined in this policy.

For purposes of this policy, under the influence shall

include any consumption or ingestion of controlled substances by a student.

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Board will work to educate, prevent, and intervene in the use and abuse of all controlled substances by the entire student population.

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 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.

## **Off-Campus Activities** (school and non-school related)

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct, if any of the following apply:

1. There is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular and/or co-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct connection to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involved the theft or vandalism of school property.
6. The use or possession of controlled substances/ paraphernalia results in the issuance of a citation or an arrest.



The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse 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.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

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 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.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.

2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

### **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.

### **References:**

School Code – 24 P.S. Sec. 510, 511, 1303-A  
PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.  
PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337  
Steroids – 35 P.S. Sec. 807.1 et seq.  
Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.  
No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114, 7161  
State Board of Education Regulations – 22 PA Cod Sec. 12.3, 403.1  
Board Policy – 122, 123, 210, 218, 233

## Weapons

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In order for the Jersey Shore Area School District to continue to provide as safe a school environment as possible, weapons and replicas of weapons are forbidden on school property.

Weapons include but are not limited to: any type of firearm, any knife, metal knuckles or artificial knuckles of any kind, cutting instrument, cutting tool, nunchaku stick, straight razor, explosives, fire crackers, noxious, irritating or poisonous gasses, poisons, slingshot, and any other tool, instrument, implement or chemical capable of inflicting serious bodily injury or death. The foregoing does not apply to any object which is specifically authorized by school officials.

Disciplinary and legal action will be taken against any student who violates the policy and/or any student who assists another student in violating the policy in any way.

Upon discovery of a violation, the following actions will be taken:

1. The weapon will be confiscated.
2. The police will be notified, and the weapon turned over to them.
3. The parents/guardians will be notified and asked to come to school immediately.
4. The student will be placed on an immediate 10-day suspension.
5. The student will be taken before the Board of Education for expulsion, temporary or permanent, from the school district schools. Upon recommendation of the Superintendent, however, the Board may modify such expulsion requirement for a student on a case-by-case basis.

## Integrated Pest Management

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The Jersey Shore Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect individuals from pesticide exposure by using the IPM approach to pest management. Our 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. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students.

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. Applications will usually be made after normal school hours or when school is not in session. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district immediately in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), any parent or guardian wishing to be notified for such instances must have a written request for notification on file at the school. Contact will be made by telephone to those who have a written request on file. Exceptions to this notification include disinfectants and anti-microbial products; self containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact Mark Wall, Director of Buildings and Grounds and IPM Coordinator.

## Policy 815 - Computer and Internet Acceptable Use Policy

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The Board supports use of the Internet, networks, and technology resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations. The Acceptable Use Policy provides the terms and conditions that must be accepted by students, parents and legal guardians, staff, guests, and affiliated agencies regarding the acceptable use, rules of behavior, and access privileges to the Internet, e-mail correspondence, the use of computer hardware and peripherals, and the installation and maintenance of software.

For instructional purposes, the use of the Internet, networks, and technology resources 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 as well as the operational needs of the school district.

The Internet and the World Wide Web is a vast information network that links individuals, computers, networks, and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials. All users must be aware that the Internet's power to access limitless information resources also includes information or materials that lack educational value and can be inaccurate, controversial, objectionable, offensive, defamatory, and even illegal. The Jersey Shore Area School District does not condone the use of the district technology resources for these purposes. However, it is technologically impossible for the district to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all users will be held responsible for ensuring their activities adhere to the district's Acceptable Use Policy and to generally accepted educational standards as outlined in other applicable district policies.

The Internet also provides new and exciting interactive communication technologies such as podcasts, blogs, wikis, and discussion groups. While these interactive technologies hold great educational potential for learning, they can also be disruptive if improperly utilized. Use of these interactive technologies must be related to district business or have an educational purpose.

This Board supports and promotes positive and effective digital citizenship among all district users.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The 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 district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The district's technology system administrators and staff have access rights to user accounts to conduct normal and routine business and security functions regarding technology integration and technical support for the users of the district.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district.

The building administrator shall have the authority to determine what is inappropriate use.

The district's Instructional Technology Specialist or his/her designee will oversee the district's technology systems and will work with district, regional, or state organizations to educate employees and provide leadership for proper training in the use of the district's technology systems and requirements of this policy.

The district's Instructional Technology Specialist or his/her designee will maintain a procedure for creating and assigning individual accounts, set quotas for disk usage on the system, establish a data file retention schedule, maintain the school district virus protection process, monitoring network traffic, processor and system utilization, and all applications provided through the network and communication systems, including e-mail.

The Superintendent of Schools or his/her designee is responsible for ensuring the security of personal and confidential data maintained in employee or student information management systems. In systems not maintained by the district on district equipment, the Superintendent or his/her designee is responsible for periodic auditing to ensure that adequate security measures are in place. It is the express responsibility of all users to be aware of confidentiality rights governing such data and to protect the data.

The term "technology resources" shall refer to any electronic device and instrument that uses, manages, carries, or supports audio, video, or data and includes, but is not limited to, information that is transmitted or received by radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.

The term "communication system" refers to the entire technological infrastructure and encompasses the collective use of the Internet, Intranet, e-mail, coaxial and wireless telephone, pagers, facsimile machines, computer hardware and peripherals, duplication machines, audio and video recording machines, television, CD/DVD/VCR recorders and players, still and motion picture cameras and projectors, digital environmental control systems, security and safety monitoring systems, and any other instrument or device used to transmit and receive electronic literary and/or audio and visual information.

The term "user" applies to students enrolled in grades K-12 as well as employees, substitutes, consultants, contractors, parents, guardians, guests, and all affiliated agents.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that

blocks or filters Internet access for minors and adults to certain visual depictions that are child pornography; crime; violence; intolerance; obscenity; profanity; rude and disrespectful language; inflammatory, threatening, or abusive, text, graphics, or video imagery; and any other items harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log for users.
3. Monitoring online activities of minors—and adults—as necessary. The district has the option to utilize random electronic surveillance when it is discovered that a user has and/or intends to install and/or access unauthorized software and /or software that is restricted by licensing to a single user at one workstation while being made accessible to multiple users at more than one workstation. Random electronic surveillance may also be used to detect when a user accesses prohibited Web sites and monitor access for use that is not work related.
4. Software installed on district-owned hardware must be licensed by the district, and the license and the purchase documentation must be on file with the district's Instructional Technology Specialist's office. Users may not install personal software on district-owned hardware. Users may be required to provide proof of licensing if there is a question regarding software installation and when none exists or cannot be produced, the software will be deleted.
5. The district will not use any surveillance methodology to gather personal identifying information (names, home addresses, etc.) about any of its users. However, users have no privacy expectations in the contents of their personal files and records or their online activity while using district technologies and the communication system.

Network accounts shall be used only by the authorized owner of the account for its approved purpose; access to a user's account is not to be shared with other users other than district technology system administrators and staff that may need to provide support in the conduct of routine business.

Users do not own accounts on the district network, but they are granted the privilege of use. District system

administrators are permitted access to user files in the normal course of their employment when necessary to conduct district business, to protect the integrity of communications systems and property of the district and may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged, for example, or to provide routine technical support.

User accounts may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.

Misuse of the communication systems and technology resources or other information resources may result in the loss of computing and/or network accessibility and is subject to disciplinary actions or can be prosecuted under applicable statutes.

Employees' access to technologies and communication systems will cease immediately when the users' employment is terminated.

Students' access to technologies and communications systems will cease immediately when the student users vacate the classroom environment because of expulsion, graduation, or relocation/transfer to another school system.

All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

The school district shall provide a copy of this policy to all district users in appropriate handbooks and posted on the district web site. The school district encourages parents/guardians to review this policy and discuss with their child(ren) what material is and is not acceptable for their child(ren) to access in school through the district's technology resources.

### **Prohibitions**

All users 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. Specifically, the following uses are prohibited:

1. Users are not to share their network password with others except with district technology staff who may need to access the user's account to provide technical support or conduct other

business related to technology integration in the district.

2. Unauthorized use of a computer account, including trespassing in another user's folders, work, files, or e-mails.
3. Revealing personal information in violation of the district's confidentiality policy.
4. Using the district network to gain or attempt to gain unauthorized access to any computer system.
5. Misrepresenting the user's identity of the district in electronic correspondence.
6. Connecting unauthorized equipment to any part of the district network.
7. Unauthorized attempts to circumvent data protection schemes or uncover security loopholes and/or decrypt intentionally secure data.
8. Deliberately or carelessly performing an act that will interfere with the normal district operation of computers, terminals, peripherals, or network.
9. Deliberately or carelessly installing or running a program intended to damage or to place excessive burden on a district computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
10. Deliberately wasting or overloading computer resources, such as printing large quantities of a document from a workstation.
11. Violating terms of applicable software licensing agreements or copyright laws.
12. Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text; images, audio, video, etc.
13. Using electronic mail to harass or threaten others (includes sending repeated, unwanted mail to another user).
14. Initiating or propagating electronic chain letters.
15. Inappropriate mass mailing, which includes spamming, flooding, or bombing.

16. Forging the identity of a user or machine in an electronic communication. in violation of state and national laws concerning privacy.
17. Transmitting or reproducing materials that are slanderous or defamatory or that otherwise violate existing laws and regulations.
18. Displaying or downloading obscene, lewd, or sexually harassing images, text, or audio.
19. Attempting to monitor or tamper with another's electronic communications or reading, copying, altering, or deleting another user's files or software without the explicit agreement of the owner.
20. Using the district network and/or technology resources to engage in any commercial, for-profit, or any business purpose (except where such activities are otherwise permitted or authorized under applicable school district policies). Commercial purposes are defined as offering goods or services or purchasing goods or services for personal use.
21. Engaging in unauthorized fundraising or advertising on behalf of the school district or non-school district organizations.
22. Using the district network and/or technology resources to engage in activities that do not support learning, instruction, or operational/support processes.
23. Facilitating any type of illegal activity.
24. Using the network and/or technology resources for product advertisement or political lobbying.
25. Bullying/cyberbullying.
26. Using or distributing hate mail, discriminatory remarks, or inflammatory communication.
27. Quoting of personal communications in a public forum without the original author's prior consent.
28. Wasting bandwidth resources for online activities that serve no educational or operational purpose, such as playing non-educational games.
29. Revealing any personal information about any users on web sites, blogs, podcasts, videos, wikis, e-mail, or as content on any other electronic medium that is accessible to the general public and
30. Connecting non-district owned personal computers or other Internet accessible devices on school district premises and property, at school district events through a connection to the school district technology systems, unless permission has been granted by the Instructional Technology Specialist or his/her designee.
31. Installing computer hardware, peripheral devices, network hardware, or system hardware on the district network. The authority to install hardware and devices is restricted to the Instructional Technology Specialist or his/her designee.
32. Scanning of the district's technology systems for security vulnerabilities without authorization.
33. Using routers or switches, or configuring wireless technology, attempting to create network connections, or extending any computer, telephonic device, electronic communications system, or network services, whether wired, wireless, cable, or by other means, without authorization.
34. Utilizing district technology resources to conduct denial of service attacks on district or other systems.
35. Accessing, interfering with, possessing, or distributing confidential or private information unless within the scope of the position's responsibility.
36. Encrypting messages using encryption software that is not authorized by the school district from any access point on school district equipment or school district property.

### **Acceptable Network Use Examples**

1. Creation of files, projects, videos, web pages, and podcasts using network resources in support of educational and operational research, efficiency, and communication.
2. Participation in blogs, wikis, bulletin boards, social networking sites, and groups and the creation of content for podcasts, e-mail, and web pages that support educational and operational research, efficiency, and communication.

3. The online publication of original educational material, curriculum-related materials, and student work that support educational and operational research, efficiency, and communication.
4. Staff use of the network for incidental personal use in accordance with all district policies and guidelines.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual other than district system technology administrators to conduct normal and routine educational, operational, and technical support functions.
2. Users, other than district technology staff, are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users must notify the district's Instructional Technology Specialist or his/her designee immediately if they have identified a possible security problem.

### **Consequences For Inappropriate Use**

The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism shall result in cancellation of access privileges. **Vandalism** is defined as any malicious

attempt to harm or destroy data of another user, Internet or other networks; or damage of district technology resources. This includes but is not limited to uploading or creating computer viruses.

### **Penalties—All Users**

Major infractions or repeated minor infractions of this Acceptable Use Policy may result in penalties that include the temporary or permanent loss of the district communications system access or the modification of the user's access. More serious violations, such as the unauthorized use or duplication of licensed software, data files, passwords of other users, repeated harassment or threatening behavior, will be subject to disciplinary action that may result in suspension or employment termination.

Any offense that violates local, state, or federal laws may result in the district contacting legal authorities and criminal charges being filed that may result in litigation, arrest, and imprisonment.

#### **Level 1 Penalties**

1. General infractions that result in no loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes account sharing and misuse of computer resources. Penalty may include suspension from access to technology resources, detention, loss of a grade, removal from class, suspension, or a letter of reprimand.

#### **Level 2 Penalties**

1. Infractions that result in minor loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes unauthorized deletion of data files and unauthorized shutdown of file servers. Penalty may include suspension from access to technology resources, detention, loss of a grade, removal from class, detention, suspension, a suspension from the workplace, and the recovery of costs to replace data or resources.

#### **Level 3 Penalties**

1. Infractions that result in irreplaceable loss of data or severe damage to a technology resource and are classified as a misdemeanor or felony. This includes copyright violations and virus introduction into a computer or network. Penalty

may be permanent suspension from technology resource access, expulsion, possible criminal charges, termination of employment, and possible litigation.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited.

Downloading, copying, duplicating and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines of the United States Copyright Law.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator or the district Instructional Technology Specialist.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Filtering software is not 100% effective, and every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Exemptions**

The district recognizes that the job requirements of several positions may conflict with the specific language of the policy. Accordingly, the Superintendent may exempt such positions from this policy as necessary to carry out their individual responsibilities. Among the position recognized as entitled to an exemption are: Instructional Technology Specialist, Network Administrator, IT technicians, and IT support staff.

### **Archive and Backup**

Backup is made of all district e-mail correspondence in accordance with all the Pennsylvania Right to Know Law and other applicable state and federal statutes and for disaster recovery. Barring technical issues or power outages, all users' files are backed up on district servers nightly.

### **Limitations of Liability**

The school district makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district's systems will be error-free or without defect.

The school district does not warrant the effectiveness of Internet filtering. The school district shall not be responsible for material that is retrieved through the Internet or the consequences that may result from them.

The school district shall not be responsible for any damages users may suffer, including but not limited to, information that may be lost, damaged, delayed, or unavailable when using the computers, network, and electronic communications systems.

In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising from the use of the systems.

### **References:**

School Code – 24 P.S. Sec. 1303.1-A  
Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.  
Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777  
Internet Safety – 47 U.S.C. Sec. 254  
Board Policy – 237, 249, 814



# Policy 916 - Community Volunteers

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The Board recognizes and values the contributions made by parents/guardians and community volunteers to the district's educational, athletic, and extracurricular programs.

The partnership of volunteers shall be endorsed by the Board, subject to the requirements and procedures stated in policy.

The Board authorizes the selection and use of parents/guardians, community members and others as volunteers to assist and supplement regular district staff. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. All coach volunteers will be approved by the Board. Building administrators are responsible for approval of all other volunteers. Any volunteer may be removed from a volunteer position at any time and/or for any reason.

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

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 direct students that are conducive to an effective, safe learning environment.

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. Examples include but shall not be limited to, guest speakers, participants in a "Career Day", attendees for concerts or assemblies that occur during the school day, etc.
- **Volunteer** - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation, wages, salary, or valuable consideration from the district for the performance of services. A volunteer is not a school employee or independent contractor of the district.

Volunteers are adults applying for or holding an unpaid position with a school group or a program, activity or service, as a person under the general direction and supervision of a teacher or administrator employed by the district. A volunteer may provide direct services to students and may be reasonably expected to have unsupervised contact with students. Examples include, but are not limited to, volunteer tutors, volunteers that assist in planning or conducting classroom celebrations or school assemblies, chaperones for field trips, volunteer coaches, volunteer trainers or equipment managers, activity advisors, recess or library aides, musical choreographers, etc.

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, participation, and supervision of volunteers.

The building principal or designee shall be responsible for keeping an active and current roster of approved volunteers. Each prospective volunteer shall complete and submit a volunteer application.

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

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

The role of the volunteer shall be to assist district staff, but not to replace or assume the professional or paraprofessional responsibilities or authority of any district staff.

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 or designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

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

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.

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.

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.

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 a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

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

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

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.

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

Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the district and volunteers shall not be permitted to transport students by motor vehicles in support of any school program.

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.

A volunteer shall not be permitted access to confidential student information or participate in conversations in which confidential student information is discussed unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her 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 the confidentiality of student information, the volunteer should consult with the building principal.

Examples of such information include, but shall not be limited to, grades or other measures of academic performance, class standing, attendance records, discipline history, standardized test scores, individual education plans, health data, family background information, personality and interest scores or any other verified or unverified information contained in a student's file maintained by teachers, administrators, or district schools.

A volunteer shall not administer discipline upon students under any circumstances. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher or building principal.

A volunteer may be reimbursed for expenses incurred in the course of their volunteer service through the applicable PTO.

Each volunteer shall affirm in writing that he/she has been provided with a copy of, has read, understands and agrees to comply with this policy.

## **Title IX of the Education Amendments**

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It is the policy of the Jersey Shore Area School District, Lycoming County, Pennsylvania, not to discriminate in its educational programs, activities or employment policies, on the basis of race, color, religion, national origin, handicap, sex or age in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. For information concerning rights or grievance procedures, contact the Title IX and Section

504 Coordinator:  
Dr. Jill Wenrich Superintendent  
Jersey Shore Area School District  
175 A & P Drive  
Jersey Shore, PA 17740-9268

The rules and regulations stated herein are not exhaustive but the intent is to reflect the attitude of sound discipline and a desire to create a healthy educational environment for all students. The School Administration may enact additional rules and regulations based on School Policy, but not presently stated in this handbook.

## **Special Education**

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According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. 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.

For more information or to request evaluation or screening including a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends or view the complete document on the Jersey Shore Area School District website at [www.jsasd.org](http://www.jsasd.org). Additionally, one may contact the school representative listed below:

Director of Pupil Services  
Jersey Shore Area School District  
175 A&P Drive  
Jersey Shore, PA 17740  
570-398-5063

# Family Educational Rights and Privacy Act (FERPA)

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FERPA generally prohibits the improper disclosure of personally identifiable information from education records. Students reaching the age of 18 must provide the school with consent to release or disclose certain information with some exceptions. The FERPA regulations and the Protection of Pupil Rights Amendment (PPRA) can be found on the school district website: [www.jsasd.org](http://www.jsasd.org).

## Annual Public Notice of Special Education Services and Programs

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### Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs), and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled implementation of Chapter 15. 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 procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child find identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related

services. 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, on 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. (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 Ms. Angela Sees, Supervisor of Early Intervention Programs, BLAST IU #17.

### Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an 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, age three through five, may request an evaluation in writing by addressing a letter to Ms. Angela Sees, Supervisor of Early Intervention Programs, BLAST IU #17.

### 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, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district 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 parents determine whether the child is eligible. If the child is eligible, the individualized education program 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.

### **Confidentiality of Information**

The SDs, IUs, and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the school or district where your child attends. Additionally, one may contact the school representative listed below:

Mrs. Margaret M. Leedy, Director of Pupil Services  
Jersey Shore Area School District  
175 A & P Drive  
Jersey Shore, PA 17740  
570-398-5063

The Jersey Shore Area School District will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

# Signature Page

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## Elementary School Student/Parent Signature Page

Please print all information:

Student Name \_\_\_\_\_

Parent(s)/Guardian(s) Names \_\_\_\_\_  
\_\_\_\_\_

Please contact your child's teacher with any questions you may have.

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**Please sign below after you have read and discussed this handbook together.**

Student \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

This page should be completed and returned to school by:

**Friday, September 27, 2019.**