

2023-2024

ELEMENTARY STUDENT HANDBOOK

Jersey Shore Area School District

Avis Elementary

Jersey Shore Area Elementary

Salladasburg Elementary



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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 Title 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.



Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Welcome to the 2023-2024 school year. The staff at JSASD is excited to welcome you back!

At the heart of our educational journey lies the belief that academics are the most crucial aspect of a student's growth and development. In the Jersey Shore Area School District, we understand that each student is unique, with their talents, interests, and aspirations. Our dedicated team of educators is committed to nurturing and cultivating the potential of every individual, ensuring that they have access to an engaging learning environment.

Our focus on academics is not just about achieving high grades; it goes beyond that. It is about creating a love for learning. We encourage students to question, explore, and seek solutions to real-world challenges, empowering them to become lifelong learners and active contributors to society.

To support our academic mission, we provide a comprehensive and diverse range of educational opportunities. As we prioritize academics, we also recognize the importance of a well-rounded education that encompasses social-emotional development, physical well-being, and character building. We foster an inclusive and supportive community where respect, empathy, and kindness are integral to our daily interactions.

This Student Handbook serves as a valuable resource, outlining our district's policies, procedures, and guidelines to ensure a safe, conducive, and enriching learning environment for all. I encourage every student, parent, and staff member to familiarize themselves with its contents and actively participate in our collective commitment to academic excellence.

Wishing you all a successful and fulfilling academic year!

Dr. Brian T. Ulmer, Superintendent

Avis Elementary School Faculty and Staff

Mr. Jon Jean, Principal

Kindergarten

Mrs. Heather Karstetter
Mrs. Bobbie McGhee

Grade 1

Mrs. Angela Eaton
Mrs. Megan McCracken

Grade 2

Mrs. Lisa Haines
Mrs. Courtney Weidler

Grade 3

Mrs. Brittany Smith
Mrs. Katy Verrelli

4th Grade

Mrs. Holly Dittmar
Mrs. Corrine Fravel

5th Grade

Mrs. Nicole Allison
Ms. Sara Smith

Guidance

Mrs. Jennifer Patterson

Art

Mrs. Lisa Taylor

Music Teachers

Mrs. Melissa Becker
Ms. Brenna Hoffman

Physical Education/Health

Mr. Vince Shearer

Computer Information

Technology

Mrs. Denise Route

Reading Specialist

Mrs. Tammy Anderson

Learning Support

Library Aide

Mrs. Lisa Titus

Speech

Ms. Heather Koch

Gifted Support/Librarian

Mrs. Katie Wert

Aide

Mrs. Korinda Englert

Learning Support Aide

Mrs. Lydia Sparks

Custodians

Mr. Josh Stover, Head Custodian
Mrs. Janice Welshans

Cafeteria Staff

Mrs. Gail Merrill, Head Cook
Mrs. Dolly Herman
Mrs. Minnie Fausey

School Psychologist

Mrs. Teri Bauman

Nurses

Mrs. Judy Morlock
Mrs. Tammy Wheeler
Mrs. Valli Danley
Mrs. Becky Shutts
Mrs. Hillary Leonard

IU

Mrs. Heather Carlin
Mrs. Amy Dreibelbis

Secretary

Mrs. Juli Dincher

1088 Third Street, Jersey Shore, PA 17740

Phone: 570.753.5220 Fax: 570.753.3460

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
Miss Samantha Bailey
Mr. Lisa Cenimo
Mrs. Paige Eiswerth
Mrs. Beth Gill

Grade 1

Mrs. Vickie Allen
Mrs. Amy Jones
Mrs. Ann Knipe
Mrs. Pam Wehler

Grade 2

Mrs. Theresa Caimi
Mrs. Mary Engel
Mrs. Tabitha Gehr
Mrs. Adrienne Miller
Mrs. Beth Spotts

Grade 3

Mrs. Diane Mantek
Mrs. Brenda Neufer
Mrs. Jennifer Millbrand
Mrs. Michelle Schoonover

4th Grade

Mrs. Teri Dolan-Ward
Mr. Aaron Kemnitz
Mrs. Shelby Fulkrod
Ms. Allison Tripoli

5th Grade

Mrs. Amy Hockenberry
Mrs. Nicole Kephart
Ms. Sara Smith
Mrs. Nicole Kephart

Music

Ms. Melissa Becker
Mr. Dan Bergman
Miss Brenna Hoffman

Art

Mrs. Lisa Taylor

Physical Education/Health

Ms. Megan Simcox

Computer Information Technology

Mrs. Denise Route

Reading Teachers

Mrs. Angela Feerrar
Mrs. Emily Hubert
Mrs. Jennifer Ingraham

Library

Mrs. Katie Wert, Librarian
Mrs. Korinda Englert, Assistant

Speech

Mrs. Susan Sechrist
Mrs. Heather Koch

Emotional Support/Autistic Support

Ms. Allison Barnes

Learning Support

Mrs. Amy Bischof
Ms. Olivia Stemler
Mrs. Theresa Murray
Mrs. Elaine Rauch

Life Skills

Miss Hailey Liddic (K-2)
Ms. Anna Berger (3-5)

Nurses

Mrs. Hillary Leonard
Mrs. Valli Danley

Aides

Mrs. Autymn Cantrall
Mrs. Donnica Confair
Mrs. Julie Hartman
Ms. Devin Hershberger
Mrs. Nancye Hoffman
Mrs. Jessica Lowe
Mrs. Amy Liddick
Mrs. Nichole McAlister
Mrs. Brenda Mumma
Mrs. Brooke Stroble
Ms. Jade Ulmer
Mrs. Kelly Wasson
Mrs. Karen Wells
Mrs. Beth Wrench

Custodians

Mrs. Angel English, Head Custodian
Mr. Richard Reese

Cafeteria Staff

Ms. Stephanie Jordan
Ms. Stacy Edkin
Ms. Jennifer Frantz
Ms. Cheryl Good
Ms. Holly Mantle

Lunchroom Monitor

Ms. Holly Shobert

School Psychologist

Mrs. Amanda Pauling

Guidance Counselor

Mrs. Jennifer Patterson

Secretaries

Mrs. Heather Lape
Mrs. Holly Lehman

601 Locust Street, Jersey Shore, PA 17740
Phone: 570-398-7120 Fax: 570-398-5624
hlape@jsasd.org or hlehman@jsasd.org

Salladasburg Elementary School Faculty and Staff

Mr. Jon Jean, Principal

Kindergarten

Mrs. Jen Marriott
Mrs. Lynsi Yohn

Grade 1

Mrs. Lorre Robinson
Mrs. Melissa Rogers

Grade 2

Miss Karen Kinley
Mrs. Bethany Karschner

Grade 3

Mrs. Mary Aungst
Ms. Makayla Dickey

4th Grade

Mrs. Beth Spotts
Mrs. Alison Dinges

5th Grade

Mrs. Holly Dittmar
Mr. Collin Gloriosso

Guidance

Mrs. Jennifer Patterson

Art

Mrs. Lisa Taylor

Music Teachers

Mrs. Melissa Becker
Miss Brenna Hoffman

Physical Education/Health

Mr. Vince Shearer

Computer Information

Technology

Mrs. Denise Route

Reading Specialist

Mrs. Gemma Rinella

Library/Gifted Support

Mrs. Katie Wert

Speech

Ms. Heather Koch

Learning Support

Mrs. Brenda Lorson

Learning Support Aide

Mrs. Sabrina Ferland

Title I Aide

Mrs. Linda Kanouff

Library Aide

Ms. Andrea Decker

Custodians

Mr. Ryan Marshall, Head Custodian
Mr. Brian Miller

Cafeteria Staff

Ms. Alexius Reighard, Head Cook
Mrs. Nicole White
Mrs. Debra Hillyard

Lunchroom Monitor

Mrs. Beaty Hall

School Psychologist

Mrs. Teri Bauman

Nurses

Mrs. Judy Morlock
Mrs. Tammy Wheeler
Mrs. Valli Danley
Mrs. Becky Shutts
Mrs. Hillary Leonard

Secretary

Mrs. Brandie Brion

3490 Route 287 Highway, Jersey Shore, PA 17740

Phone: 570.398.2931 Fax: 570.398.5066

bbrion@jsasd.org

Building Hours

Student Times for All Elementary Schools

- 7:00 AM (Breakfast)
- 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

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, 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

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

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 Trudy Wagner, Student Data Coordinator – twagner@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. 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 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:

Focus Parent Portal

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

The Focus 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 Focus Portal is found on the main page of the school district web site at 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 the Technology Department at 570.398.5251.

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. 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 the Technology Department at 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 the Technology Department secretary, at 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

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**. 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

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 – @JSASDSchools

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 no 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 bus 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 Manual published by the Pennsylvania Department of Transportation.

Special Busing

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

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 the

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 or her riding privileges. Principals shall notify the parents of the misconduct and of any disciplinary action which had been taken.

School Visitors

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:

- Upon their arrival at the school, visitors must register at the office, where they will receive instructions.
- 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.
- 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 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

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 excuses ARE accepted forms excuses.

School Attendance Improvement Plan

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

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

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).¹ 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 (MCKINNEYVENTO 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, substandard 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

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 guardian; 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 days(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

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 Trudy Wagner at the Central Registration Office, 570.398.5253, or stop in and visit between 8:00 am and 3:00 pm.

Homebound Instruction

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

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

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) year 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

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

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. 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. 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.

Elementary Grading System

From Kindergarten through grades three (3), all grades are based on students' progress toward mastery of the PA Core Standards. The chart below defines the rating scale. In grades 4-5, writing grades are also based on this scale.

ME - Meeting Expectations	Student demonstrates grade level skills 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 four (4) 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 four (4) 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	4 th and 5 th	AE, ME	2 nd and 4 th
Physical Education	K - 5	AE, ME	2 nd and 4 th
Art	K - 5	AE, ME	2 nd and 4 th
Chorus	4 th and 5 th	AE, ME	2 nd and 4 th
Music	K - 5	AE, ME	2 nd and 4 th
Technology	K - 5	AE, ME	2 nd and 4 th

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

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

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

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

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)

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

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 reteaching 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

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

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

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

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

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

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

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

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

The administration of prescribed medication to a student during school hours is permitted with parent permission and a written order from a physician. The school nurse can administer Tylenol, ibuprofen, Tums and cough drops with signed permission on annual emergency cards. Other over-the-counter medications such as cough and cold, allergy and ointments require a physician's order. 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

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

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. 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 TAN. 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 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

Student breakfasts, lunches, and milk are purchased though 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

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

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
1. Second discipline referral slip to principal; parent contact by phone/letter and consequence

- a. Loss of privilege(s)
- b. Eat lunch in principal's office
- c. In-school suspension or detention

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

Student Accounts

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

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

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

In keeping with our district's wellness policy, our goal is to support our students in developing healthy nutrition and eating habits while they are in school. If

you wish to recognize your child's birthday by bringing treats to school, please be aware of the following guidelines in regards to birthday celebrations:

1. If you wish to send in treats for birthday celebrations, prior arrangements must be made with the classroom teacher. Permitted foods may vary from classroom to classroom based upon student health needs such as food allergies.
2. For holiday parties, treats should only be sent in when requested by PTO.
3. Holiday parties will be announced through newsletters, letters, or PTO notifications sent home.
4. Treats will be served after the lunch period or at the end of the day, when possible.
5. Homemade treats will not be permitted. Foods must be pre-packaged, purchased from a store and sealed with a list of ingredients on the package. Parents have the option to order from the school's food service department. (Ten day notice required.) Information is available in the school office and on the district website. If items do not meet the requirements listed above, they will be returned to the parent.

If you have any questions about birthday treats and other shared food, please contact your building principal.

Toys, Games, Radios, etc., at School

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

Students are prohibited from using any personal electronic or digital device (such as cell phones, tablets, or cameras) 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

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 222 - Tobacco

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

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

PURPOSE:

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.

DEFINITIONS:

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. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substances as defined by state or federal laws.
8. Prescription or non-prescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

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

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.

AUTHORITY:

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 to and from school sponsored activities.

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

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

OFF-CAMPUS ACTIVITIES

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

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
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 nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school
5. The conduct involved the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
7. The use or possession of controlled substances/paraphernalia results in the issuance of a citation or an arrest.

DELEGATION OF RESPONSIBILITY:

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

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and 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.

GUIDELINES:

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

The Superintendent or designee shall immediately report required incidents and may report discretionary

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

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

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

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

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

ANABOLIC STEROIDS:

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

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

REASONABLE SUSPICION/TESTING:

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

Weapons

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.

Policy 246 – School Wellness

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, health and physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school-based

activities that promote student wellness as part of the policy development and revision process.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives. Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity breaks shall be provided for students during classroom hours.

Physical activity shall not be used or withheld as a form of punishment.

Students, their families and the community shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

Physical activity shall not be used or withheld as a form of punishment.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools may implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Goals of the School Wellness policy shall be considered in planning all school-based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's healthy learning environment program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, will be encouraged to offer healthy alternatives in addition to more traditional fare.

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are

not inconsistent with federal requirements.

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
 - a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
2. Schoolwide Parties and Celebrations:
 - a. Schoolwide parties/celebrations with food/beverages shall be limited to no more than two (2) per month in each classroom.
 - b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled schoolwide parties.

- c. Schoolwide parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- d. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- e. Food celebrations shall not occur during lunch times.
- f. No homemade food will be allowed. All food must be prepackaged and sealed. All food must have a nutritional label so that allergy ingredients can be easily identified.
3. Shared Classroom Snacks (ie. Birthday celebration or individual classroom parties):
 - g. No homemade food will be allowed. All food must be prepackaged and sealed. All food must have a nutritional label-so that allergy ingredients can be easily identified.

The district shall provide a list of suggested non-food ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[20]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

Integrated Pest Management

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

PURPOSE:

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Internet and the World Wide Web is a vast information network that links individuals, computers, networks and databased 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 district shall not

condone the use of district technology resources for such purposes. All users shall be held responsible for ensuring use adheres to administrative regulations, rules and applicable Board policies.

The policy provides the terms and conditions that must be accepted by students, parents/guardians, staff,

guests and affiliated agencies regarding the acceptable use, rules of behavior and access privileges to the Internet, email correspondence, the use of computer hardware and peripherals and the installation and maintenance of software.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students, as well as the operational needs of the district.

DEFINITIONS:

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. Commercial purposes shall mean offering goods or services or purchasing goods or services for personal use.

The term communication system refers to the entire

technological infrastructure and encompasses the collective use of the Internet, Intranet, email, 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 harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

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 shall be transmitted or received by radio, television, cable, microwave, telephone, computer systems, networks and fax machines.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

The term user applies to students enrolled in the district, district employees, substitutes, consultants, contractors, parents/guardians, guests and all affiliated agents.

AUTHORITY:

The availability of access to electronic information 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 or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory
2. Inflammatory
3. Lewd, rude, disrespectful, vulgar, obscene or profane

4. Threatening
5. Abusive
6. Harassing or discriminatory
7. Bullying
8. Terroristic
9. Criminal
10. Violent
11. Intolerant

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

DELEGATION OF RESPONSIBILITY:

The district shall make every effort to ensure that this resource is used responsibly by students and staff. The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

The district encourages parents/guardians to review this policy and discuss with the student(s) what material shall and shall not be acceptable for access through the district's technology resources.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems

to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern 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, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

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 obscene, child pornography, 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.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

The Instructional Technology Specialist or designee shall be authorized to install hardware and devices.

GUIDELINES:

The Board supports and promotes positive and effective digital citizenship among all district users. Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Employee access to technologies and communication systems shall immediately cease when the user shall no longer be employed with the district.

Student access to technologies and communication systems shall immediately cease when the student shall

no longer be enrolled in the district.

SAFETY:

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, administrator or designated district employee. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

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.

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. Facilitating illegal activity.
2. Engaging in any unauthorized commercial, for-profit or any business purpose.
3. Engaging in unauthorized fundraising or advertising on behalf of the district or non-school organizations.
4. Engaging in activities that shall not support learning, instruction or operational and/or support processes.
5. Product advertisement or political lobbying.
6. Bullying/Cyberbullying.
7. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
9. Wasting or overloading computer resources, such as printing large quantities of a document from a workstation.
10. Accessing, sending, receiving, transferring, viewing, sharing, displaying or downloading obscene, pornographic, lewd, or otherwise

illegal materials, images, text, audio or photographs.

11. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
12. Inappropriate language or profanity.
13. Transmission or reproduction of material(s) that are slanderous, defamatory, likely to be offensive or objectionable to recipients or that otherwise violate existing laws and regulations.
14. Inappropriate mass mailing, which includes spamming, flooding or bombing.
15. Using electronic mail to harass or threaten others, including sending repeated, unwanted mail to another user.
16. Initiating or propagating electronic chain letters.
17. Intentional obtaining or modifying of files, passwords, and data belonging to other users
18. Impersonation of another user, anonymity and pseudonyms.
19. Forging the identity of a user or machine in an electronic communication.
20. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
21. Loading or using of unauthorized games, programs, files or other electronic media.
22. Deliberately or carelessly installing or running a program intended to damage or to place excessive burden on a district computer system or network, including but not limited to, programs known as computer viruses, Trojan Horses and worms.
23. Unauthorized scanning of the district's technology systems for security vulnerabilities.
24. Activities that serve no educational or operational purpose.
25. Interfering with the normal operation of district Internet, computers or network resources or the work of other users.
26. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
27. Accessing the Internet, district computers or other network resources without authorization.
28. Unauthorized use of 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.
29. Attempting to circumvent data protection or uncover security loopholes and/or decrypt

intentionally secure data.

30. Unauthorized use of encryption software from any access point on district equipment or property.
31. Disabling or bypassing the Internet blocking/ filtering software without authorization.
32. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
33. Unauthorized use of a computer account, including trespassing in another user's folders, work files or emails.
34. Revealing any personal information about any users on web sites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium that is accessible to the general public and in violation of state and federal laws concerning privacy.
35. Quoting of personal communications in a public forum without the original author's prior consent.
36. Installation of personal software on district-owned hardware.
37. Unauthorized connection of equipment, including nondistrict-owned personal computers or other Internet accessible devices on district premises, property or district events, to Internet, computers and/or network resources.
38. Unauthorized installation of computer hardware, peripheral devices, network hardware or system hardware to Internet, computers and/or network resources.

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, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users 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 designated district staff if a possible security problem has been identified.

COPYRIGHT:

The illegal use of copyrighted materials, such as but not limited to, 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 and applicable laws and regulations.

Approved software installed on district-owned hardware shall be licensed by the district. Such license and the applicable purchase documentation shall be on file in the designated office.

DISTRICT WEBSITE:

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

ARCHIVE AND BACKUP:

Archive and backup shall be in accordance with applicable Board policy.

LIMITATIONS OF LIABILITY:

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

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

The 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 district be liable to the user for any damages, whether direct, indirect, special or consequential, arising from the use of district systems.

CONSEQUENCES FOR INAPPROPRIATE USE:

The network 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 or data belonging to others; copyright violations; and theft of services shall 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.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

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.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

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

Policy 916 – Community Volunteers

PURPOSE:

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

AUTHORITY:

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.

DEFINITIONS:

The following words and phrases, when used in this

policy, shall have the meaning given to them in this section:

- **Adult** - an individual eighteen (18) years of age or older.
- **Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.
- **Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.
- **Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.
- **Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.
- **Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. 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.

The two(2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, college students on assignment, supervisors for an outside placement, agency workers, and additionally contractors, HSA workers or concession stand volunteers who work with students.
2. **Guests** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision

and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

DELEGATION OF RESPONSIBILITY:

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

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

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

The building principal or designee shall be responsible for keeping an active and current roster of approved volunteers.

GUIDELINES:

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.

CERTIFICATIONS:

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

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

TUBERCULOSIS TEST:

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

ARREST OR CONVICTION REPORTING REQUIREMENTS:

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.

CHILD ABUSE REPORTING:

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

SUPERVISION:

Each volunteer shall be under the supervision of a

designated school administrator, teacher, or other member of the school staff.

TRANSPORT:

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.

TRAINING:

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

CONFIDENTIALITY:

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.

DISCIPLINE OF STUDENTS:

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.

REIMBURSEMENT FOR EXPENSES:

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

ACKNOWLEDGEMENT:

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

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. Brian Ulmer, 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

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. 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)

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.

Annual Public Notice of Special Education Services and Programs

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. 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. Jodi Wolesslagle, Director of Pupil Services
Jersey Shore Area School District
175 A & P Drive
Jersey Shore, PA 17740
570-398-5250

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.



Flexible Instructional Days (FIDs)

With the passage of Act 64 of 2019, section 1506 was added to the Pennsylvania Public School Code ("School Code"), 24 P.S. § 15-1506, enabling public school entities the opportunity to develop a FID program to meet the 180 instructional day requirement of section 1501 of the Pennsylvania Public School Code, 24 P.S. § 15-1501. The FID program may be online, offline, or a combination of the two.

While public school entities are expected to build make-up days into their local school calendars, FID programs can support the public school entities in cases when circumstances prevent the delivery of instruction in its customary manner or location for any of the following reasons: an epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use.

Other than my child's device, what other technology will my child need? printer? scanner? stylus? headphones?

These items are not necessary. Your student is able to do their work on their district device and provided materials.

What do I do if the technology fails?

If you cannot send a message, please contact our tech office by calling (570) 398-5251.

What school supplies will my child need at home?

Students should not need any school supplies other than their device and district provided materials.

As working parents, what are your expectations of us?

Do the best you can. We are here to help you. Provide a place for your child to do his or her schoolwork.

What learning tool is my child using?

Assignments will be posted daily in Schoology for Grades 6-12 and files will be posted in the Class Team site for grades K-5.

Class DoJo, Remind, ClassTag, SeeSaw and student email (grades 4-12) will be used as communication tools.

Class meetings will occur using Microsoft Teams. Teachers will establish Teams sessions during the class meeting times that can be used to clarify directions or for students to get help. If the student

does not have internet, these sessions can be joined from a phone using the teacher's Teams number.

Where do I find assignments and due dates?

Assignments will be posted in the Schoology and Teams. All assignments will have due dates listed clearly.

The teacher will review assignments in the class meeting, including due dates.

How does my child turn in work?

Work will be collected through the Schoology and Teams. Teachers will confirm work is submitted.

Who do I contact if we are having academic struggle with assignments and how?

Please contact your child's teacher. Staff have assigned office hours. They can be reached via email or called during a class meeting time via Teams. Please see the schedule below for those office hours.

Can my child redo an assignment he/she did not do well on?

Teachers will be checking for understanding when concepts are taught. If a student does not demonstrate understanding of essential content, concepts will be retaught and checked for understanding.

What if I do not have internet?

Teachers will be providing materials in advance on paper or on devices to ensure access on FIDs

What if my child has an IEP, GIEP or ELL Plan?

We are committed to providing all students with an appropriate education. These days will be discussed in the child's annual meeting.

What if my child gets Reading Support or Speech services?

Your child's hours of service will not be decreased due to FIDs.

Class Meeting Schedule

Jersey Shore Area School District FID Schedule				
	High School	Middle School	Elementary School (K-2)	Elementary School (3-5)
7:45 – 9:00	<i>Teacher Planning</i>	<i>Teacher Planning</i>	<i>Teacher Planning</i>	<i>Teacher Planning</i>
9:00 – 9:20	Period 1	Section 1	ELA	Special (3 rd)/ Student Support
9:20 – 9:40	Period 2	Extended Academics (6 th)/	Special (K)/ Student Support	ELA

		Student Support		
9:40 – 10:00	Period 3	Section 2	Science	Special (4 th)/ Student Support
10:00 – 10:20	Period 4	Extended Academics (7 th)/ Student Support	Special (1 st)/ Student Support	Science
10:20 – 10:40	Period 5/6 or 6/7	Section 3	Math	Special (5 th)/ Student Support
10:40 – 11:00	Period 7/8 or 8/9	Extended Academics (8 th)/ Student Support	Special (2 nd)/ Student Support	Math
11:00 – 11:20	Period 10	Section 4	Social Studies	Student Support
11:20 – 11:40	Period 11	Student Support	Student Support	Social Studies
11:40 – 12:00	Student Support	Student Support	Student Support	Student Support
12pm – 1pm	LUNCH	LUNCH	LUNCH	LUNCH
1pm – 2pm	Office Hour	Office Hour	Office Hour	Office Hour
2pm – 3pm	Office Hour	Office Hour	Office Hour	Office Hour

Teachers Planning Period: This time frame will be used by faculty and staff for preparation and collaboration for the day.

Office Hours: This time is available for additional support and instructional assistance for students, parent communication, assessments, and other instructional related activities. Students and Families will be able to schedule appointments and get additional support from teachers during their scheduled office hours. In addition, teachers will schedule small group/individual interventions for students who need help during these times.

Student Support: This period of time is designed for student-teacher outreach for clarification, support, questions, small groups, communication, etc.

Special/Extended Academic Schedule

The teacher will check in for the class that the student should have had on the FID day will occur on the time listed on the calendar above.

JSASD Policy Reference Chart

The following quick-reference chart provides information on the policies available on the district's website at www.jsasd.org under BoardDocs. Please access them there for review.

Policy Number	Content
006	Meetings
100	Comprehensive Planning (plans must be made available for inspection for 28 days)
103	Discrimination/Title IX Sexual Harassment Affecting Students
103.1	Nondiscrimination – Qualified Students With Disabilities
104	Discrimination/Title IX Sexual Harassment Affecting Staff
105	Curriculum
105.1	Review of Instructional Materials by Parents/Guardians and Students
108	Adoption of Textbooks
109	Resource Materials
113	Special Education
113.4	Confidentiality of Special Education Student Information
114	Gifted Education
115	Career and Technical Education
122	Extracurricular Activities
123	Interscholastic Athletics
123.1	Concussion Management
123.2	Sudden Cardiac Arrest
127	Assessment System
137.1	Extracurricular Participation by Home Education Students
137.1	Participation in Cocurricular Activities and Academic Courses by Home Education Students
137.3	Participation in Career and Technical Education Programs by Home Education Students
138	Language Instruction Educational Program for English Learners
140.1	Extracurricular Participation by Charter/Cyber Charter Students
142	Migrant Students
143	Standards for Persistently Dangerous Schools
144	Standards for Victims of Violent Crimes
146	Student Services

Policy Number	Content
200	Enrollment of Students
203	Immunizations and Communicable Diseases
203.1 & 314.1	HIV Infection – Students and Employees
204	Attendance
209	Health Examinations/Screenings
209.1	Food Allergy Management
209.2	Diabetes Management
210	Medications
210.1	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
216	Student Records
217	Graduation
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats
218.3	Discipline of Student Convicted/Adjudicated of Sexual Assault
220	Student Expression/Dissemination of Materials
222 & 323	Tobacco and Vaping Products – Students and Employees
226	Searches
227	Controlled Substances/Paraphernalia
233	Suspension and Expulsion
235	Student Rights and Responsibilities
235.1	Surveys
237	Electronic Devices
246	School Wellness
247	Hazing
249	Bullying/Cyberbullying
250	Student Recruitment
251	Students Experiencing Homelessness, Foster Care and Other Educational Instability
252	Dating Violence
302	Employment of Superintendent/Assistant Superintendent
309.1	Telework
312	Performance Assessment of Superintendent/Assistant Superintendent
332	Working Periods
333	Professional Development
335	Family and Medical Leaves
340	Responsibility for Student Welfare
351	Drug and Substance Abuse

Policy Number	Content
604	Budget Adoption
610	Purchases Subject to Bid/Quotation
619	District Audit
626	Federal Fiscal Compliance
705	Facilities and Workplace Safety
707	Use of School Facilities (Boy Scouts Act)
716	Integrated Pest Management
718	Service Animals in School
801	Public Records
805	Emergency Preparedness and Response
806	Child Abuse
808	Food Services
810	Transportation
810.2	Transportation – Video/Audio Recording
815	Acceptable Use of Internet, Computers and Network Resources
816	District Social Media
819	Suicide Awareness, Prevention and Response
824	Maintaining Professional Adult/Student Boundaries
827	Conflict of Interest
830	Security of Computerized Personal Information/Breach Notification
901	Public Relations Objectives
904	Public Attendance at School Events
906	Public Complaint Procedures
916	Volunteers
918	Title I Parent and Family Engagement
Safe2Say Something Procedures (attached to Policy 805)	



Jersey Shore Area School District Elementary iPad Handbook And Guidelines

JSASD iPads

At the beginning of the school year, all JSASD elementary students are assigned an iPad that may go home with them. Students will be able to use this device for completing school work and communicating with their teacher(s). This handbook will serve as an information resource for students and parents working with the JSASD iPads.

Devices

Each iPad has been assigned to a specific JSASD student. This iPad will remain with the same student throughout his/her school career at JSASD.

Issuing of iPads

Students have been using the iPads on a regular basis in the classroom in order to practice skills taught by the teacher as part of instructional activities. Parents and students will be asked to sign the attached user agreement. Using the iPad off-site is a privilege for those students who demonstrate responsible behavior and who abide by the guidelines. This privilege may be revoked at any time by the building administrator.

Taking Care of the iPads

Students and parents are responsible for the care of the iPad they have been issued by the school. iPads are to be left in the school-provided cases. Students should not have food or drink near the iPad.

Monitoring

The district reserves the right to monitor the use of the iPad including but not limited to the images stored on the iPad, web browsing history, and any communication between individuals.

Acceptable Use Policy

All JSASD students and employees are expected to abide by Board Policy #815, Acceptable use of Internet, Computers, and Network procedures. This full text is available on the JSASD website. Key points are as follows:

- Food and drink should not be consumed around or near the iPad.
- iPads must always remain in the district-issued case.
- Students need to bring the iPad to school each day.
- The iPad should be in "Sleep" mode when not in use to conserve battery life.
- Students are responsible for keeping the iPad charged and ready for school use.
- Report any problems immediately and do not attempt to repair the device.
- Only clean the screen with a dry, soft cloth.
- Do not put pressure on the screen.

- Do not hook up the iPad to any home computer. It can only be synced with school computers. Connecting to a home computer may cause apps to be deleted.
- Apps and music may not be added.
- Do not enter a personal Apple ID at any time.
- If the iPad is damaged, lost, or stolen, the school should be notified immediately.

Photos / Videos

Students are only permitted to take photos and videos with the camera application for the purpose of completing school assignments or work. Photos and videos may not be taken of other students or staff without written consent.

Internet/Safety Filter

JSASD currently uses a filtering system. As per the Children's Internet Protection Act (CIPA), public entities that receive e-rate funding must have a filtering system in place to assist in limiting the ability of students to access inappropriate sites. User logs may be viewed by the administration at any time. Although the filter has proven to be very reliable at filtering inappropriate content, no system is foolproof. **Parents should still be monitoring student internet use.** Each iPad is equipped with the capability to filter inappropriate content. The filter works both on-site and off school premises. Each student has his/her own unique login for the filtering system.

Internet safety will be addressed with students during classroom meetings. Topics will include but are not limited to general internet safety, not releasing identifying information, cyberbullying, and reporting suspicious or uncomfortable behavior.

Wireless/Internet

Students may add their home and other wireless networks to access the iPad off-site. To add a network, go to Settings: WIFI. Choose the network to join and enter the password (if applicable). WIFI is not necessary to use the iPad off-site. Some apps are accessible without the use of internet.

JSASD Elementary Student and Parent iPad User Agreement

By being allowed to take an iPad home, I agree to the following:

- I will only use the iPad in ways that are appropriate and educational.
- I will be responsible and safe when using the internet.
- I will know where the iPad is at all times.
- I will not leave the iPad in the car for a long period of time.
- I will never loan the iPad to friends.
- I will not change settings or add/delete apps to the iPad.
- I will keep the iPad in the protective case at all times.
- I will keep food and drinks away from the iPad
- I will not decorate the iPad with markers, stickers, etc.
- I will follow the guidelines and the Acceptable Use Policy.
- I will let my parents/family and my teacher know right away if something happens to the iPad.
- I will bring the iPad to school every day.
- I will follow any guidelines and procedures that my parents set.
- I will charge the iPad as needed.
- I will limit my time on the iPad.
- I will use the iPad for school assignments ONLY.
- If asked, I will return the iPad to the teacher, along with charger and case, promptly.
- I recognize that being able to take an iPad home is a privilege that can be taken away if I do not follow the procedures and user guidelines.

Signature Page

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.

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 22, 2023.