2025-2026

High School Student Handbook

Jersey Shore Area School District

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Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Welcome to the 2025-2026 academic year. As the Superintendent of the Jersey Shore Area School District, I am proud to introduce you to the Bulldog Nation—where academic excellence, personal development, and growth are celebrated. The Jersey Shore Area School District is committed to providing a supportive environment where all members learn, grow, and succeed to positively impact the world around them.

This handbook not only outlines our policies and procedures but also shows our commitment to nurturing each student's potential. Within these pages, you will discover information about our academic programs, extracurricular opportunities, and the supportive resources available to help you succeed. No matter what your goals, Bulldog Nation is here to help you every step of the way.

I encourage you to use this handbook as a guide to understanding our expectations and opportunities available to you. On behalf of the entire Jersey Shore Area School District administration, faculty, and staff, I extend my wishes for a successful academic year.

Welcome to another year of Bulldog Nation!

Warmly,

Brian T. Ulmer

Dr. Brian T. Ulmer
Superintendent

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JERSEY SHORE AREA SCHOOL DISTRICT

District Mission

The Jersey Shore Area School District will provide a supportive environment where all members learn, grow and succeed to positively impact the world around them.

District Vision

OUR GRADUATES WILL:

- *Be college and/or career ready.*
- *Be able to apply what they have learned effectively to face a wide range of challenges.*
- *Be a good communicator.*
- *Be both disciplined and creative.*
- *Be an effective leader and good team member.*
- *Be able to monitor their behavior and change it when necessary.*
- *Be of high moral character and willing to serve others.*
- *Be able to set a goal, develop a plan, and work toward achievement.*
- *Be willing to persevere for the achievement of long-term goals.*
- *Be innovative and proactive.*
- *Be able to accelerate the learning they have achieved.*
- *Be a lifelong learner.*
- *Be reflective, tolerant, and inclusive while being contributing members of society.*

Safety
Honesty
Ownership
Respect
Enthusiasm

PRIDE

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COMPLIANCE STATEMENT

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

For 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, 75 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

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Jersey Shore Area School District
SCHOOL CALENDAR
2025-2026

Approved: 1/27/2025

AUGUST

M	T	W	T	F		
					13-14-August-25	Teacher induction
				1	15-Aug-25	In-service/Set-up
4	5	6	7	8	18-Aug-25	In Service/Elementary Open House
11	12	13	14	15	19-Aug-25	In Service/Middle School Open House
18	19	20	21	22	20-Aug-25 H	In Service/High School Open House
25	26	27	28	29	21-Aug-25	First student day
					29-Aug-25	Schools closed
					(6-4)	

SEPTEMBER

M	T	W	T	F		
					1-Sep-25	Schools closed
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30				(21-0)/(27-4)	

OCTOBER

M	T	W	T	F		
					10-Oct-25	Schools closed
		1	2	3	13-Oct-25	Act 80
6	7	8	9	10	27-Oct-25	End of Marking Period 1
13	14	15	16	17	31-Oct-25	2-hour early dismissal
20	21	22	23	24		
27	28	29	30	31	(22-0) / (49-4)	

NOVEMBER

M	T	W	T	F		
3	4	5	6	7	7-Nov-25	Report Card distribution
10	11	12	13	14	24-25-November-25	Act 80 Days
17	18	19	20	21	24-November 12:30-5PM & 6-8PM	Parent Conferences
24	25	26	27	28	25-November 7:45AM-12PM & 1-3:15PM	Parent Conferences
					26-28-November-25	Schools closed
					(17-0) / (66-4)	

DECEMBER

M	T	W	T	F		
					1-Dec-25	Schools closed
1	2	3	4	5	19-Dec-25	2-hour early dismissal
8	9	10	11	12		(staff and students)
15	16	17	18	19	22-31-December-25	Schools closed
22	23	24	25	26	(14-0) / (80-4)	
29	30	31				

JANUARY

M	T	W	T	F		
					1-Jan-26	Schools closed
			1	2	2-Jan-26	Act 80 Days/Virtual PD
5	6	7	8	9	5-16-January-26	Keystone Testing
12	13	14	15	16	15-Jan-26	End of Marking Period 2
19	20	21	22	23	16-Jan-26	2-hour early dismissal
26	27	28	29	30	19-Jan-26	Act 80 Days
					23-Jan-26	Report Card distribution
					(21-0) / (101-4)	

FEBRUARY

M	T	W	T	F		
2	3	4	5	6	13-Feb-26	Schools closed
9	10	11	12	13	16-Feb-26	In-service
16	17	18	19	20	(18-1) / (119-5)	
23	24	25	26	27		

MARCH

M	T	W	T	F		
					23-Mar-26	End of Marking Period 3
2	3	4	5	6	27-Mar-26	2-hour early dismissal
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31				(22-0) / (141-5)	

APRIL

M	T	W	T	F		
					1-Apr-26	Report Card distribution
		1	2	3	2-3, 6-April-26	Schools closed
6	7	8	9	10	7-Apr-26	In-Service/Virtual PD
13	14	15	16	17	20-24-April-26	PSSA Testing, Grades 3-8
20	21	22	23	24		English/Language Arts
27	28	29	30		27-30-April-26	PSSA Testing, Grades 3-8
						Mathematics & Science
					(18-1) / (159-6)	and Make-ups

MAY

M	T	W	T	F		
					4-8-May-26	PSSA Testing, Grades 3-8
				1		Mathematics & Science
4	5	6	7	8		and Make-ups
11	12	13	14	15	11-22-May-26	Keystone Testing
18	19	20	21	22	22, 25-May-26	Schools closed
25	26	27	28	29	(19-0) / (178-6)	

JUNE

M	T	W	T	F		
					2-Jun-26	Last Student Day/2-hour
1	2	3	4	5		early dismissal
8	9	10	11	12	3-Jun-26	In-Service/Tear-down
15	16	17	18	19	6-Jun-26	Graduation
22	23	24	25	26		
29	30				(2-1) / (180-7)	

- teacher induction
- first student day
- in-service day/no school for students
- schools closed
- Act 80 day/no school for students
- 2-hour early dismissal
- end of marking period
- report cards distributed

Weather Make-up Days:

February 13, 2026 - Make Up Day
April 2, 2026 - Make Up Day
May 22, 2026 - Make Up Day

The district has been approved to use 5 Flexible Instruction days in the 2025-2026 School Year. These will be used along with closing days for weather events.
All other weather make-up days will be added to the end of the calendar.

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Parent/Guardian & Community Communication Process Flowchart – Chain of Command

If you have a concern, or question related to district matters, please see the Chain of Command for each area below per JSASD Board Policy 906.

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Child Abuse	ChildLine 800-932-0313				
Athletics	Coach	Athletic Director	Building Principal	Superintendent	Board of Directors
Attendance	Building Secretary	Attendance Officer	Building Principal	Assist. Superintendent	Superintendent
Bus Discipline	School Bus Driver	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Bus Driver	School Bus Driver	Bus Company	Assistant Superintendent	Superintendent	Board of Directors
Business Office	District Office Secretary	Business Administrator	Superintendent	Board of Directors	
Classroom Management	Classroom Teacher	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Curriculum/Instruction	Classroom Teacher	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Custodial	Head Custodian	Maintenance Secretary	Director of Maintenance	Business Administrator	Superintendent
JSOL Cyber Enrollment	Guidance Counselor	District Office Secretary	Superintendent	Board of Directors	
Discipline	Building Principal	Assistant Superintendent	Superintendent	Board of Directors	
Facilities Request	Building Secretary	Maintenance Secretary	Director of Maintenance	Superintendent	Board of Directors
Food Service	Food Service Director	Business Administrator	Superintendent	Board of Directors	
Guidance	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Health Services	Nurse	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Human Resources	HR Secretary	Business Administrator	Assistant Superintendent	Superintendent	Board of Directors
Maintenance	Maintenance Secretary	Director of Maintenances	Business Administrator	Superintendent	Board of Directors
Safety & Security	Building Principal	Assistant Superintendent	Superintendent	Board of Directors	
Social Media (In School)	Guidance – Secondary Asst. Principal - Elementary	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Social Media (Out of school)	Contact Local Law Enforcement				
Special Education	Special Ed. Teacher	Building Principal	Director of Pupil Services	Superintendent	Board of Directors
State Assessments	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent	Board of Directors

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Parent/Guardian & Community Communication Process Flowchart – Chain of Command

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Student Concern	Classroom Teacher/ Guidance Counselor	Building Principal	Assistant Superintendent/ Director of Pupil Services	Superintendent	Board of Directors
Student Registration	Central Registration Secretary	Assistant Superintendent	Superintendent	Board of Directors	
Student Transfers & Withdrawals	Building Secretary	Central Registration Secretary	Assistant Superintendent	Superintendent	Board of Directors
Tax Collection	District Office Secretary	Business Administrator	Superintendent	Board of Directors	
Technology	Classroom Teacher	Building Principal	Director of Technology	Assist. Superintendent	Superintendent
Transcripts & Working Papers	Guidance Secretary	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent

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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	Ppublic Attendance at School Events
906	Public Complaint Procedures
916	Volunteers
918	Title I Parent and Family Engagement
Safe2Say Something Procedures (attached to Policy 805)	

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FOREWORD

At Jersey Shore High School we strive to create a positive and supportive environment for our students to ensure their academic success. Periodically, changes to our procedures may be needed during the school year; please, check the website for updates.
During the school day all outside doors are locked. Anyone wishing to enter the high school must make an appointment and then enter at the main entrance. You will be asked your name and the purpose for entering the building. Once granted admittance the visitor policy must be followed.

WELCOME

Dear Students:

We are hoping the 2025-26 school year will be an enjoyable experience, a year in which you grow intellectually and socially. Set your goals and expectations high – improve your performance. Memories you create will last a lifetime.

When you graduate, you should have a series of options available to you. If you decide to go on to higher education, we want you to be prepared for the rigors of college. If you decide employment is the route for you, we want you competitively prepared for entry into the labor pool; and if the armed forces are your goal, we want you prepared to secure the billet and training you desire. You are the one that makes this possible. Your efforts in high school set the foundation to build upon in life.

We look forward to your cooperation and contributions. Jersey Shore High School offers great teachers and sound curriculum. We encourage you to set high expectations for your performance and be self-disciplined in conduct, attendance, and attitude.

Sincerely,

Administrative Team
Mr. Justin Armbruster, Principal
Mrs. Erin Lucas, Assistant Principal
Mr. David Bittner, Director of CTE

SCHOOL PERSONNEL
OFFICE PERSONNEL

Principal.....Mr. Justin Armbruster
Assistant Principal .....Mrs. Erin Lucas
Director of CTE .....Mr. David Bittner
Secretary.....Mrs. Michele Hensler
Secretary.....Mrs. Brandie Brion

GUIDANCE SERVICES

Students ..... Ms. Holly Walker
Gr. 10-12 A-K
Students ..... Mrs. Katie Steppe
Gr. 10-12 M-L
Students .....Mrs. Mallory Myers
Gr. 9
Secretary ..... Mrs. Juli Dincher

HEALTH SERVICES

School Nurse.....*Mrs. Judy Morlock
Mrs. Becky Shutts

LIBRARY SERVICES

Librarian ..... Mrs. Katie Wert
Aide .....Mrs. Jennifer Rieck

MONITORS

SCE Monitor..... Ms. Nicola Paulhamus

CAFETERIA

Head Cook .....Denice Rice
Assistant Cook..... Julie Heck

CUSTODIAL SERVICES

Head Custodian..... TBD

ATHLETIC DEPARTMENT

Athletic Director.....Mr. William Mincer

SCHOOL PERSONNEL

Art Department
Mrs. Charlotte Bierly*
Mrs. Sarah Keim

Business Department
Mr. Harvey Barnhart
Mr. Timothy Dershem
Mr. Rock Griswold*
Mrs. Dolly Oden

English Department
Mrs. Michele Long*
Mrs. Alexis Mayo
Mrs. Brooke Menzen
Mrs. Sarah Kuehne
Ms. Ella Simcox

Foreign Language Department
Mrs. Debra Bressler
Mr. Thomas Neuschafer*
Mrs. Sarah Richards

Math Department
Mrs. Michele Persun*
Mrs. Jodi English
Mrs. Lynnann Charnego
Mrs. Danielle Miller
Ms. Emily Hayes
Mr. Chad Weaver

Music Department
Mr. Christopher Lahr*
Ms. Heather Haigh

Physical Education/Health Department
Mr. Eric Hess*
Mrs. Patty Hess
Mr. Anthony Owens
Mrs. Anne-Marie Dincher

Science Department
Ms. Jennifer Barnhart
Miss Averie Hess
Mr. Alex Hunter
Mrs. Tricia Sweitzer
Mr. James Watson
Mr. Bradd Williamson*

Social Studies Department
Ms. Jessica George
Mr. Timothy Greene*
Mr. Jeffrey Klugh
Mr. Jacob Maneval
Mr. Tanner Shade

School Psychologist
Mrs. Teri Bauman

Special Education Department
Mrs. Stephanie Machmer
Mrs. Laura Eck
Mrs. Brenda Lorson
Ms. Zoraida Pagan
Mrs. Kimberly Sweet
Mrs. Julie Wagner
Mrs. Kelly Walker
Ms. Abbey Barnhart

Career and Technical Education Department
Mr. Scott Alexander - Computer System/Networking
Mrs. Mary DiFuccia– Family Consumer Sciences
Mrs. Sheena Armbruster – Child Care
Mr. Matthew Hensler – Communications Network
Mr. Heath Rager – Construction & Building Maintenance
Mrs. Jocelyn Shirey, Heath & Medical Assisting
Mr. Izak Turner, Machining & Manufacturing Engineering
Mr. Matthew Wolford – Culinary Arts
Mr. Daniel Lorson– Automotive Trades

Aides
Mrs. Deb Dawes – LS
Mr. Nicholas Severini – LSS
Mrs. Jennifer Rieck - Library
Mrs. Ann Koon – LS
Mrs. Tracey Killion – LSS
Mrs. Nicola Paulhamus - SCE
Mrs. Lisa Tibbens – CTE

Cafeteria
Mrs. Denise Rice – Head Cook
Mrs. Julie Heck – Assistant Cook
Ms. Kimberlee Schreiber
Ms. Devan Hensler
Ms. Linda Persun
Ms. Stacey Younkin
Mr. Briar Houtz

Custodians
TBD, Head Custodian
Mr. Dan Robinson
Mr. Paul Mantle
Mr. Eric Pap la Rin
Mr. Scott Carson

ACADEMIC SERVICES

Jersey Shore Area School District

Pathways to Graduation

Based on Act 158 of 2018

Beginning with the class of 2023, students must meet graduation requirements through one of five pathways.

Pathway 1:
Keystone Proficiency

- Achieve proficient or advanced scoring on each Keystone Exam - Algebra I, Biology & Literature

Pathway 2:
Keystone Composite

- Achieve at least 1 proficient or advanced Keystone Exam score and no score is below basic.
- Composite Keystone score is at least 4,452

Pathway 3:
Career & Technical Education*

One of the following

- Industry-based competency certification
- Likelihood of industry-based competency assessment success
- Readiness for continued engagement in Career and Technical Education (CTE) Concentrator program of study

Pathway 4:
Alternative Assessment*

One of the following

- Meet or exceed any one of the established scores of one alternative assessment:
  - ACT (21)
  - ASVAB AFQT (31)
  - PSAT/NMSQT (970)
  - SAT (1010)
- Attainment of 3 or higher on AP Exam(s) related to each Keystone content area in which less than proficient
- Successful completion of dual enrollment course(s) related to each Keystone content area in which less than proficient
- Successful completion of a pre-apprenticeship program
- Acceptance into a four-year Institution of Higher Education (IHE) for college-level coursework

Pathway 5:
Evidence-Based*

ONE or more of these four bulleted items

- Attainment of 3 or higher on any AP Exam
- Successful completion of any dual enrollment or postsecondary course
- Industry-recognized credentialization
- Acceptance into an other-than-four-year Institution of Higher Education (IHE) for college-level coursework

AND, no more than TWO of the following

- Attainment of proficient or advanced on any Keystone Exam
- Successful completion of a service-learning project
- Letter guaranteeing full-time employment or military enlistment
- Completion of an internship, externship, or cooperative education program
- Compliance with NCAA Division II academic requirements

**For Pathways 3, 4, and 5, in addition to the bulleted requirements, students must obtain a grade of 70% or greater in the course corresponding to the Keystone Exam in which they were less than proficient.*

ACADEMIC SERVICES

ACADEMIC REQUIREMENTS

In order to participate in the graduation ceremony students need **to meet all graduation standards.** This includes academic and Future Ready requirements established by the state and school district policy.

- Accumulation of **27** credits grades 9 – 12

Freshman	0-5.75	credits
Sophomore	6.0-12.75	credits
Junior	13.0-18.75	credits
Senior	19.0-27.00	credits

- Achieving the standards identified in Chapter 4 of the PA school code

	4 Year College	2 Year College or Career
Language Arts	**4**	**4**
Mathematics	**4**	**4**
Science	**4**	**3 or 4**
Social Studies	**4**	**3 or 4**
Business Education - **Computer Apps & Personal Finance**	**1**	**1**
Physical Education	**2**	**2**
Health Education	**0.5**	**0.5**
Art/Music/FCS/Tech Ed	**1**	**1**
Pathway Electives	**6.5**	**6.5 to 8.5**
TOTAL	**27**	**27**

GENERAL INFORMATION

1. All classes meeting every day all year for one period shall receive one (1) credit
2. 1/4 credit is equivalent to one nine weeks, 30 hours or 45 class periods
3. Career and Technical Education is offered on site including: business/computer technologies, childcare, culinary arts, communications technology, manufacturing, automotive, construction trades, computer information, networking technology and engineering technologies. Concurrent course enrollment opportunities are provided in partnership with Penn College
4. Curriculum is available for parental/student review in accordance with **JSASD Policy #105.**
5. Class Rank is determined in accordance to **JSASD Policy #214.**

COURSES OF STUDY AND CAREER PATHWAYS CURRICULUM MODEL

Jersey Shore Area School District utilizes a Career Pathway Curriculum Model at the high school. In this process, students select a career focused curriculum to pursue during their four years at the high school. Each pathway maintains the core academic requirements culminating in 27 credits. Elective courses will be concentrated in one of the career pathway areas. Additional information can be found in the "Courses of Study and Pathways" booklet. The career pathways are as follows:

- Arts and Communication
- Business, Finance & Information Technology
- Engineering & Industrial Technology
- Human Services
- Science and Health

COLLEGE & CAREER READINESS

The Future Ready PA Index was developed by the Pennsylvania Department of Education to help ensure that all students are on track for meaningful postsecondary engagement and success by measuring students' career exploration, preparation and readiness. To meet these new state requirements, the Jersey Shore Senior High School has implemented the Smart Futures Program. This program was developed to help students meet the Career Education and Work Standards. Students in grades 9 through 11 will be required to complete activities throughout the year related to these standards. Many of the requirements have been integrated into the curriculum of courses offered at the high school. Students are required to use the Smart Futures Program to input artifacts demonstrating that they have successfully met the benchmarks set by the State.

ALTERNATIVE INSTRUCTION (Policy 124)

Students may earn college credit through dual enrollment programs offered at the Senior High School. If a student would like to take a college course beyond those offered through dual enrollment, a request for alternative instruction must be submitted to the guidance office and approved by school administration in accordance with Policy 124.

EARLY COLLEGE ENTRY (POLICY 217)

ACADEMIC SERVICES

Any student who has completed the 11th grade and accumulated at least 20 credits, with the exception of one (1) English, Social Studies, Science, and Mathematics course, may petition the board for approval to enter a college/university on an early admissions basis. Upon successful completion of the freshman year's requirements and a minimum of 24 JSASHS credits, a student shall be eligible for graduation.

SCHOOL-TO-WORK CONNECTIONS PROGRAM (POLICY 217)

This program is designed for seniors who are interested in gaining remuneration and job experience while still in high school. The process to be followed for this program shall be:

- The student shall be at least 17, have accumulated 23 credits towards graduation, and be able to project complete on of the required 27 credits for graduation.
- The student's schedule shall include all the subjects needed for graduation; school attendance shall be for one half day.
- Applications for permission to work shall be filed and approved by the principal prior to beginning S2W; permission is granted at regular semester breaks.
- Consideration shall be given to the student's educational, attendance, scholastic and disciplinary records and overall citizenship. If at any time the work interferes with these considerations, the work release may be canceled. If the student shall not be earning passing grades in all subjects or shall be suspended from school, the work release may be canceled.
- The school assumes no responsibility for transportation, work release safety or job problems. Such shall be the responsibility of the student, employer and parents/guardians. Transportation is the responsibility of the student. Procurement of working papers shall be the student's responsibility.
- School credit shall not be given for such work experience, since the student shall be carrying adequate credits for graduation.
- If a student's work shall be terminated, s/he shall return to full-time school attendance.
- Students in the program shall not be on school property during normal personal working hours.

WORK-BASED LEARNING PROGRAMS

COOPERATIVE EDUCATION for Career & Technical Education (CTE) Students

This experience is designed to provide training using business and industry to help bridge the gap between school and employment. Through the integration of classroom study and planned, supervised partial-work, students are connected to career and technical education. Senior students who are looking to be completers of a specific pathway program can utilize this opportunity. The Cooperative Education program translates to a student grade and credit shall be granted towards graduation.

DIVERSIFIED OCCUPATIONS for Non-CTE Students

The Diversified Occupations experience is a unique plan of education designed to integrate classroom study with planned, supervised, practical work experience, which the district shall not have a connected career and technical education program of study. Students who meet the requirements of basic trade and technical training, good attendance, a good attitude and work habits shall be recommended to the employer for on-the-job training. The Diversified Occupations program translates to a student grade and credit shall be granted towards graduation.

CURRICULUM REVIEW

School Board **Policy 105.1** ensures 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. For more information regarding the rights granted by this policy, please refer to the district website: www.jsasd.org. All school district policies can be found within the Administration tab or under BoardDocs.

GRADES & REPORT CARDS

Grades are posted online through Schoology, the FOCUS Student Portal and the FOCUS Parent Portal.

ACADEMIC SERVICES

There is a link on the district's main page. Watch for information on the school website. For grading purposes, our school year is divided into four nine-week periods. Report cards are issued at the end of each nine-week period. Parents may request that report cards be sent to their residence.

GRADING SCALE:

- **94 – 100** – **A** - This grade is the definite honor grade and represents work of superior quality.
- **86 – 93** – **B –** This grade represents work of excellent quality and is earned by those who do work that is clearly above average.
- **78 – 85** – **C -** This grade represents work of average quality and is earned by the majority of students who do average work.
- **70 – 77** – **D** – This grade represents work regarded as passable according to the minimum requirements of the course.
- **69 & below** – **F** -This grade denotes failure to meet the minimum requirements.

If there are any questions concerning any grades earned we encourage direct contact with the teacher. Questions related to scheduling and credits should be directed to the guidance office at 570.398.7174.

ACADEMIC HONESTY/INTEGRITY

All work submitted to teachers for assignment completion and a grade are to be done to the best ability of the student and completed by that student. Cheating/Plagiarism is a violation of academic honesty.

Cheating is defined as copying another student's work and/or submitting work that is not your own. Cheating can also include using devices to complete tasks when these are not permitted by the instructor. 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, along with the use of AI to generate assignments which are then submitted to the teacher as a student's. School consequences are determined based upon student, teacher, and administrative conferencing with a minimum consequence as three days of after school detention. This can also result as a grade of a 0 % on the assignment.

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 a physician which includes a recommendation for homebound instruction as well as the diagnosis, prognosis and estimated length of time that you must remain at home. Pennsylvania law allows a maximum of 3 months. Please contact the guidance office in order to submit/complete this process.

HOMEWORK

School District Policy 130 defines homework as a method to provide practice and reinforcement of skills taught by the teacher. The Jersey Shore Area School District recognizes that homework may be assigned to enhance the learning process. The intended purpose is to enhance the learning experiences and broaden students' interests by also communicating with families regarding the material and content presented by the teacher. Students are responsible for completing homework assignments as directed. Homework compliments classroom instruction and is planned and evaluated based on its purpose, appropriateness, alignment to standards, and completion time. Homework assignments should be moderate in nature and relate to and enhance or extend classroom activities. While the punctual completion of homework is primarily the student's responsibility, we encourage teachers, parents, and administrators to cooperate with the student in assuring the successful completion of all homework assignments.

Role of the student:

- Ensure he/she understand the assignment, purpose, due dates, completion, and in what form it is to be submitted
- Consult with his/her teacher to receive clarity on assignment completion and expectations
- Manage time so that he/she has opportunity to complete both short- and long-term assignments
- Take advantage of time and resources provided by the school and available via Schoology.

- Distinguish between written work (i.e., composition, problem solving, notetaking, etc.) and other modes of studying (i.e., reading, reviewing, memorizing, etc.)
- Analyze study habits and take advantage of help opportunities prior to assignment's due date.

How will teachers help with homework?

- Prepare students for homework, taking into consideration their levels of achievement.
- Design assignments that are enriching classroom instruction
- Assign homework that is tailored to students' needs and promotes student success
- Provide homework in amounts that are considerate of other subject areas, extracurricular activities, jobs, and leisure activities.
- Keep materials up to date an available via Schoology
- Provide support and encouragement
- Explicitly share how homework will be evaluated

What if a student misses an assignment?

Students are responsible for completing work that they miss while they are absent (for any reason) or suspended. Students will be given the following time to complete their missed homework and assignments:

- 1 day absent = 1 day
- 2 days absent= 2 days
- 3 days absent= 3 days
- 5 days absent = 5 days

During suspensions, students are expected to keep up with their work on Schoology prior to returning to their regularly scheduled classes. Students will receive a reduction in points for the assignments missed during the period of illegal or unexcused absence(s).

Student grades should not be reduced points when they are completing work from absences as long as it is turned in in accordance with this procedure.

HONOR ROLL

A student must have an average of at least 90%, with no grade less than a 78%, in order to be put on the honor roll. The honor roll is published four times a year. An average of at least 94%, with no grades less than an 86%, will be listed as distinguished honor roll.

INCOMPLETES ON QUARTERLY GRADE REPORTS

All incomplete grades must be updated as soon as possible. The student and teacher shall work together to determine work to be completed and due dates for the assignments. Any incomplete grades not updated within a reasonable time will be assigned the stated grade in the teacher's records.

MAKE-UP WORK PROCEDURES

Students are responsible for checking Schoology for completing the class work and assignments that they miss while absent. The number of days to make-up the work is equivalent to the number of days absent, except in cases of truancy (see missing assignments under homework). In these instances the student will follow the plan agreed upon by the teacher and administration.

PROGRESS REPORTS

Mid-term progress reports are no longer mailed home. Students and parents/guardians have continuous access to grades through, Schoology, Focus School Student Portal and Focus School Parent Portal on the district's website (www.jsasd.org). Periodically check these portals for your son/daughter's grades. Grades may change drastically throughout the marking period. Parent/teacher conferences can be arranged by contacting the guidance office, 570.398.7174.

STUDENT SCHEDULES

Students will have a complete schedule prior to the start of school. Students are encouraged to register for a full eight period day. Once the school year begins, students may add classes if there is a free period during the day.

ACADEMIC SERVICES

Requests to change a schedule after the start of the year will be limited to those students seeking to advance their schedule. All requests must begin in the guidance office by explaining the reason for the request. Consideration will also be given to schedule changes to better support the completion of a specified Pathway to fulfill college-career readiness requirements. Final decisions on changes are made based on educational or medical needs and approved by administration with teacher and parent input.

WITHDRAW/FAIL

Requests to change schedules may result in a grade of withdraw fail (WF) on their transcripts with an average of 60%. Faculty provide opportunities for remediation and also offer modifications to work to support student success. Even after these supports, should a student and/or parent request a schedule change a conference will be held to discuss student need and the possibility of a WF. **No classes can be dropped for a study hall**.

REMEDIATION

Academic support to students is offered by teachers during the SHORE period, which occurs during the week. School personnel also evaluate needs of students during the academic year and work to develop plans to fit the needs of the student(s). Targeted remediation and tutoring programs are conducted when the schedule allows. Students also have the opportunity to participate in the Bulldog Academy After School Program.

TARDINESS TO CLASS

If you are late to class, you need to have a pass signed by the teacher that detained you created through the electronic pass system, Securly. The student should request the pass from the teacher to provide to the next class.

Students must be in first period at the 8:00 AM bell. Any student who arrives late to the building after this time must sign in at the main office.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS

Any students who participated in interscholastic athletics must adhere to PIAA rules. Academically a student must:

1. Pass weekly at least **six (6) credit** subjects or the equivalent. Failure to do so will result in loss of eligibility for the following week.
2. Pass four (4) full credits the preceding marking period or the equivalent for the first marking period based on the final grades of the preceding school year. Failure to meet these requirements will result in loss of eligibility for the first fifteen (15) school days of the next grading period. This is a PIAA rule.

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 is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED,

ACADEMIC SERVICES

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.

ATTENDANCE POLICY (POLICY #204)

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.

All students of compulsory school age (6-18yo) who reside in the district shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session by authority of the Board.

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements, through the use of the student handbook.

The Superintendent or designee, in coordination with the building principals and Attendance Officer shall be responsible for the implementation and enforcement of this policy.

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

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

ABSENCE FROM SCHOOL

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

Attendance Services

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
    a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
    b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:

    a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    b. The student's participation has been approved by the Superintendent or designee.
12. Excuses can be submitted in writing to the main office, emailed to attendanceHS@jsasd.org , or to the assistant principal's email at elucas@jsasd.org.
13. College or postsecondary institution visit, with prior approval.
14. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care**.**

The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

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

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

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

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

The school shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen. The school shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance Services

COMPULSORY ATTENDANCE

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business school has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the sixth (6th) grade, engaged in farm work or private domestic service under duly issued permits.
7. Students seventeen (17) years of age regularly employed during the school session and holding a lawfully issued employment certificate. Regularly engaged means thirty-five (35) hours per week of employment.

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the BLaST Intermediate Unit or the Department of Education.

Students (age 18 or greater) who are enrolled in the schools of this district and who are at any time absent from school for ten (10) consecutive days shall be removed from active membership roll unless one of the following occurs:

1. The district has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

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 custodian; and must be preceded by the completion of all necessary paperwork delivered to the school principal at least five (5) days prior to the trip unless waived by the principal.
3. The school principal shall review the responsibilities of the student and family with the head of the household as well as initiate the formal approval process by assisting with any questions regarding the completion of the Request for Educational Trip Permission Form
4. Students may be excused by reason of family educational trips for no more than five (5) school days in any one (1) year.
5. The building administrator possesses discretionary latitude to grant additional day(s) toward an educational trip or activity with the approval of the Superintendent.
6. Principals shall have the authority to limit such absences to a lesser number if the student's pattern of absences to that date, appear to be detrimental to his/her educational progress. The principal shall indicate such limitation on the Request for Educational Trip Permission Form before it is filed with the Superintendent for final approval or disapproval.

TARDINESS AND PARTIAL DAY ABSENCES

An excuse shall be given to the building office for a late arrival or an early dismissal. Absences shall be classified as either lawful or unlawful based upon the previously identified criteria. Students who leave for an appointment must bring back a doctor's excuse when they return.

- Tardy to School: up to 1.5 hours
- Early Dismissal: up to 1.5 hours
- ½ Day: time missed over 1.5 hours

- Full Day: Present less than 1.5 hours

If an excessive amount of tardies occur, it could result in the child being issued a school consequence and/or participation in extracurricular activities. Excessive unexcused tardies can lead to the following school issued consequences:

- Students will receive two warnings when they arrive before they reach a half-day without an excuse.
- A third tardy, and all times thereafter, students will be issued a consequence (i.e., lunch detention, revoking parking pass, etc.)

SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice may include the offer of a School Attendance Improvement Conference (SAIC). The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC, which may be held in person, virtually or by phone:

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

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

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

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

Habitual Truancy

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

1.Refer the student to a school-based or community-based attendance improvement program.

2. Convene an Attendance Court Hearing. Formal notice of attendance will be provided to parent and student.

3. File a citation in the office of the appropriate magisterial district judge against the student and/or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

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

Filing a Citation

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

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

PARTICIPATION AND ATTENDANCE AT SPORTS AND EXTRACURRICULAR ACTIVITIES

Attendance is required for participation or attendance at afterschool programs/activities or athletics. Reference section of 'Tardiness and Partial Day Absences" for times regarding half and full day attendance. Excessive unexcused tardies will impact participation in extra curriculars in the following manner:

- Students will receive two warnings when they arrive before they reach a half-day without an excuse.
- A third tardy, and all times thereafter, students are not eligible to participate that day.

Attendance Services

- If students arrive beyond the half -day time, unexcused, they are not eligible to participate.
- Students must be present by 9am on days of competition unless a valid excuse is provided.

COMPULSORY ATTENDANCE
PA CODE: 24 P.S. 13-1327, *www.portal.state.pa.us*

Pennsylvania state law defines compulsory attendance and school age as, "the period of a child's life from the time the child enters school as a beginner, which may be no later than six years of age, until the age of eighteen or graduation from high school, whichever occurs first." Therefore, school attendance is mandatory for all resident children within the compulsory ages to attend a school where the Standards of the State Board of Education are taught.

School districts have the responsibility to maintain accurate and effective attendance records for their students. The Compulsory Attendance Law treats every absence as unlawful (unexcused) until the school receives a written excuse explaining the reason for the absence. Excuses should be submitted to the school within three (3) days of the student's return. If an excuse is not received, the day(s) of absences are permanently classified as unlawful. Students are only permitted a maximum of ten (10) lawful absences and three (3) unlawful absences per school year. All absences beyond the allowable lawfully absent days require a physician's excuse.

Pursuant to PA School Code: a child who is labeled Habitually Truant (6 or more unexcused absence), may not transfer to a cyber charter school.

Jersey Shore Area Senior High School

Regular Day Schedule 2025-26

		LUNCH 5/A	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*47*	8:00	8:47
PERIOD 2	*43*	8:50	9:33
PERIOD 3	*43*	9:36	10:19
PERIOD 4	*43*	10:22	11:05
SHORE	*30*	11:08	11:38
LUNCH 5	*30*	**11:41**	**12:11**
Period 6/7	*43*	12:14	12:57
PERIOD 8/9	*43*	1:00	1:43
PERIOD 10	*43*	1:46	2:29
PERIOD 11	*43*	2:32	3:15

		LUNCH 7/B	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*47*	8:00	8:47
PERIOD 2	*43*	8:50	9:33
PERIOD 3	*43*	9:36	10:19
PERIOD 4	*43*	10:22	11:05
SHORE	*30*	11:08	11:38
PERIOD 5/6	*43*	11:41	12:24
LUNCH 7	*30*	**12:27**	**12:57**
PERIOD 8/9	*43*	1:00	1:43
PERIOD 10	*43*	1:46	2:29
PERIOD 11	*43*	2:32	3:15

		LUNCH 9/C	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*47*	8:00	8:47
PERIOD 2	*43*	8:50	9:33
PERIOD 3	*43*	9:36	10:19
PERIOD 4	*43*	10:22	11:05
SHORE	*30*	11:08	11:38
PERIOD 5/6	*43*	11:41	12:24
PERIOD 7/8	*43*	12:27	1:10
LUNCH 9	*30*	**1:13**	**1:43**
PERIOD 10	*43*	1:46	2:29
PERIOD 11	*43*	2:32	3:15

Revised: 8/7/25

TR: Teachers Report **HR**: Homeroom **SHORE**: Safety / Honesty / Ownership / Respect / Enthusiasm

Jersey Shore Area Senior High School

2-HR EARLY Dismissal Schedule 2025-26

		LUNCH A	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*35*	8:00	8:35
PERIOD 2	*32*	8:38	9:10
PERIOD 3	*32*	9:13	9:45
PERIOD 4	*32*	9:48	10:20
Lunch 5	*30*	**10:23**	**10:53**
PERIOD 6/7	*33*	10:56	11:29
PERIOD 8/9	*33*	11:32	12:05
PERIOD 10	*32*	12:08	12:40
PERIOD 11	*32*	12:43	1:15

		LUNCH B	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*35*	8:00	8:35
PERIOD 2	*32*	8:38	9:10
PERIOD 3	*32*	9:13	9:45
PERIOD 4	*32*	9:48	10:20
PERIOD 5/6	*33*	10:23	10:56
Lunch 7	*30*	**10:59**	**11:29**
PERIOD 8/9	*33*	11:32	12:05
PERIOD 10	*32*	12:08	12:40
PERIOD 11	*32*	12:43	1:15

		LUNCH C	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*35*	8:00	8:35
PERIOD 2	*32*	8:38	9:10
PERIOD 3	*32*	9:13	9:45
PERIOD 4	*32*	9:48	10:20
PERIOD 5/6	*34*	10:23	10:56
PERIOD 7/8	*33*	10:59	11:32
Lunch 9	*30*	**11:35**	**12:05**
PERIOD 10	*32*	12:08	12:40
PERIOD 11	*32*	12:43	1:15

Revised: 8/7/25

SHORE: Safety / Honesty / Ownership / Respect / Enthusiasm

Jersey Shore Area Senior High School

ASSEMBLY Schedule 2025-26

		LUNCH A	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*42*	8:00	8:42
PERIOD 2	*40*	8:45	9:25
PERIOD 3	*40*	9:28	10:13
PERIOD 4	*40*	10:16	10:56
Lunch 5	*30*	10:59	11:29
PERIOD 6/7	*40*	11:32	12:12
PERIOD 8/9	*40*	12:15	12:55
PERIOD 10	*40*	12:58	1:38
PERIOD 11	*40*	1:41	2:21
Assembly	*61*	**2:24**	**3:15**

		LUNCH B	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*42*	8:00	8:42
PERIOD 2	*40*	8:45	9:25
PERIOD 3	*40*	9:28	10:13
PERIOD 4	*40*	10:16	10:56
PERIOD 5/6	*40*	10:59	11:39
Lunch 7	*30*	11:42	12:12
PERIOD 8/9	*40*	12:15	12:55
PERIOD 10	*40*	12:58	1:38
PERIOD 11	*40*	1:41	2:21
Assembly	*61*	**2:24**	**3:15**

		LUNCH C	
		START	END
Teachers Report		*7:45*	
PERIOD 1	*42*	8:00	8:42
PERIOD 2	*40*	8:45	9:25
PERIOD 3	*40*	9:28	10:13
PERIOD 4	*40*	10:16	10:56
PERIOD 5/6	*40*	10:59	11:39
PERIOD 7/8	*40*	11:42	12:22
Lunch 9	*30*	12:25	12:55
PERIOD 10	*40*	12:58	1:38
PERIOD 11	*40*	1:41	2:21
Assembly	*61*	**2:24**	**3:15**

Revised: 8/7/25

SHORE: Safety / Honesty / Ownership / Respect / Enthusiasm

Jersey Shore Area Senior High School

2 Hour Delay Schedule 2025-26

		LUNCH A	
		START	END
Teachers Report		*9:45*	
PERIOD 1	35	10:00	10:35
PERIOD 2	32	10:38	11:10
PERIOD 3	32	11:13	11:45
PERIOD 4	32	11:48	12:20
Lunch 5	30	**12:23**	**12:53**
PERIOD 6/7	33	12:56	1:29
PERIOD 8/9	33	1:32	2:05
PERIOD 10	32	2:08	2:40
PERIOD 11	32	2:43	3:15

		LUNCH B	
		START	END
Teachers Report		*9:45*	
PERIOD 1	35	10:00	10:35
PERIOD 2	32	10:38	11:10
PERIOD 3	32	11:13	11:45
PERIOD 4	32	11:48	12:20
PERIOD 5/6	33	12:23	12:56
Lunch 7	30	**12:59**	**1:29**
PERIOD 8/9	33	1:32	2:05
PERIOD 10	32	2:08	2:40
PERIOD 11	32	2:43	3:15

		LUNCH C	
		START	END
Teachers Report		*9:45*	
PERIOD 1	35	10:00	10:35
PERIOD 2	32	10:38	11:10
PERIOD 3	32	11:13	11:45
PERIOD 4	32	11:48	12:20
PERIOD 5/6	33	12:23	12:56
PERIOD 7/8	33	12:59	1:32
Lunch 9	30	**1:35**	**2:05**
PERIOD 10	32	2:08	2:40
PERIOD 11	32	2:43	3:15

Revised: 8/7/25

SHORE: Safety / Honesty / Ownership / Respect / Enthusiasm

TENTATIVE FINAL EXAM SCHEDULE

To ensure individual student success on final exams, the following procedure will apply during final exam days:

- All class work, tests, projects are **due on or before the last day of classes** before finals begin.

	Thurs. 5/29/25	Friday 5/30/25	Monday 6/2/25	Tuesday 6/3/25
8:05–8:10	*Pd 1 - attendance*	*Pd 1 - attendance*	*Pd 1 - attendance*	*Pd 1 - attendance*
8:15–9:45	**1**	**3**	**7/8 or 8/9**	***Make-up***
9:50 – 11:20	**2**	**4**	**10**	***Make-up***
11:25–12:25	Lunch	Lunch	Lunch	Lunch
12:30 – 1:40	*SHORE*	*SHORE*	*SHORE*	***12:30-1:15 Make-up***
1:45 - 3:15	**5/6 or 6/7**	**11**	*Make-up*	

This is a tentative schedule. The Final Exam Schedule may change due to various reasons as the school year progresses. A new Final Exam Schedule will be available closer to the end of the school year.

- **Finals will be an open campus format. Students must have a <u>signed permission slip</u> to leave campus.**
  - Students must report to HR at the start of the day if they have a final during the first block
  - Students are asked to leave campus once finished with a final (following 60 minutes)
    - If electing to stay in the building students must remain in the classroom for duration of Final Exam Block
  - Students eating lunch on campus, remain in the period prior for the duration of the final or return to campus at 11:25 for lunch

- **If a student misses a final** – It is the student's responsibility to arrange to make-up the final.
  - If you know you may be absent arrangements must be made with the teacher PRIOR to the day of the final

- **Behavioral misconduct during final exam days will result in suspension until the end of school. Suspended students will have to report to school after the last student day to take their final exams.**
  - Open Campus can be revoked as a disciplinary consequence

- Attendance will be taken for those without a signed permission slip. These students are to follow the schedule provided and remain in classes for the duration of the period.
    - During Finals Make-up students will remain with the homeroom teacher until dismissal and over lunch.

EXTRA & CO-CURRICULAR ACTIVITIES

Make your high school career a positive one…get involved with Bulldog Pride!

ATHLETICS OFFICE
Telephone: 570.398.2980

Mr. William Mincer .....Athletic Director
Mrs. Joanna Entz..... Athletic Trainer
Ms. Alyssa Dickey ..... Athletic Trainer

Fall Sports:

- Cheerleading
- Football
- Golf
- Cross Country (boys and girls)
- Soccer (boys and girls)
- Tennis (girls)

Winter Sports:

- Basketball (boys and girls)
- Cheerleading
- Swimming (boys and girls)
- Wrestling (boys and girls)

Spring Sports:

- Tennis (boys)
- Baseball
- Softball
- Track and Field (boys and girls)

ALMA MATER

On the shores of Susquehanna
Alma Mater stands,
Proud of glories and traditions
That have blessed this land.
Through the future years oncoming,
Goes this student band.
Alma Mater leads us forward
With her guiding hand.

We shall cherish all your memories
Alma Mater Dear,
We the heirs of your proud spirit
Never shall know fear.
As we sail a-down life's river,
We shall not turn back
For the banner of our mast
Is the Orange and Black

TRAINER

An athletic trainer is available to treat sports related injuries. Student participating in a school sport may sign-up for an appointment with the athletic trainer during the associated sports season. Appointment times will vary based upon the schedule of the athletic trainer. Students are to schedule appointments during a free period, i.e. Study Hall. The trainer will then create a pass or call for the student. The date and time that a student is with the Athletic Trainer will be documented.

FITNESS CENTER

The JSASD Fitness / Wellness Center contains state-of-the-art machines from one of the most reputable companies in the world, Life Fitness / Hammer Strength. Within the facility you will find plate-loaded, pin-loaded and free weights for use in your resistance-training program. Also found within the facility is cardiovascular equipment to improve your heart health, metabolism & muscular endurance.

There has been extensive research done over the years to prove that cardiovascular and resistance training provides a wide variety of benefits in all aspects of your physical and mental well-being. The facility provides a great opportunity for students to improve their health for personal and/or sports-specific reasons.

Students must be approved to use the fitness center and abide by the Fitness Center Safety Policy & Rules of Conduct. Please read over this thoroughly! Keep in mind that no one is ever permitted in the facility without an approved P.E. staff member, instructor or supervisor present. Only faculty, staff, authorized school district personnel, and certified Jersey Shore students are permitted to be in the fitness center.

EXTRA & CO-CURRICULAR ACTIVITIES

SCHOOL CLUBS

Tentative List

American Red Cross
Bible Club
Bulldogs Better Together
Class of 2026
Class of 2027
Class of 2028
Class of 2029
Constitutional Convention / Model UN
Drama Club
Future Business Leaders of America
IT (Information Technology) Club
Key Club
Manufacturing Club
National Arts Honor Society
National English Honor Society
National Honor Society (Ira Grugan)
National Social Studies Honor Society (Rho Kappa)
National Spanish Honor Society
Outdoor Club
Pep Club
Red Cross Club
Renaissance Club
Skills USA
Spectrum Club
Student Council

Fundraising products, product deliveries, and monies are the student's responsibility. Students are responsible for lost and/or stolen items.

***Don't see a club you are interested in? Create a start-up. Submit the following information to administration**

- Title of the group
- Statement of club purpose and goals
- Student eligibility requirements
- Statement of affiliations (Local, State or National)
- Signatures of five (5) charter members
- Name and Signature of faculty advisor
- Approval from building principal
- Approval from Board of School Directors

NATIONAL HONOR SOCIETY
IRA V GRUGAN CHAPTER
JERSEY SHORE AREA SENIOR HIGH SCHOOL

The National Honor Society was founded in 1921 when the hope of creating an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. Membership in the National Honor Society is both an honor and a responsibility.

The National Honor Society's purpose is to:

- Create enthusiasm for scholarship
- Stimulate a desire to render service
- Promote leadership
- Developed character in students of secondary schools

To become a member of the Jersey Shore National Honor Society, a candidate must have at least junior status and have complete a minimum of five semesters in high school with at least two of those at Jersey Shore. A candidate must also have a 92% or better cumulative average. In addition to academics, potential NHS members must demonstrate outstanding characteristics of leadership, recommendations for outstanding character, will be asked to complete a student activity form. It is the responsibility of the Faculty Council to make a determination based on the information to them on this form.

Candidates become members when they are inducted into the chapter at a mandatory induction ceremony held in the spring. Students are expected to maintain their grade point average and to continue to uphold the ideals for which they were selected.

DANCES/PROM

All school dances are extra-curricular activities. Students can be denied attendance at such events. Students wishing to bring a quest (non-JSSH student) must complete and return a Guest Permission form at least one week prior to the event. Guests 21 years and over are not permitted. Student IDs are required for admittance.

GUIDANCE SERVICES

GUIDANCE SERVICES
Telephone: 570.398.7170

Mrs. Juli Dincher.....Secretary
Ms. Holly Walker..... Gr. 10-12, A-K
Mrs. Katie Steppe..... Gr. 10- 12, L-Z
Mrs. Mallory Myers ..... Gr. 9

GUIDANCE SERVICES

The guidance office is open daily from 8: a.m. to 3:15 p.m. and at other times by appointment. Parents may call 570.398.7170 when they desire a conference with a counselor. We encourage parent involvement in the educational process.

The guidance office has information on colleges and careers. Scholarship and loan information is also available; check the high school web page.

The guidance department provides counseling services for all pupils. An open-door policy is maintained so that pupils may receive help with their educational, career, and personal issues. This department's plan for guidance activities is designed to establish an environment favorable for learning and to social and emotional development:

- Schedule consultation for new students.
- Orientation of new pupils.
- Assistance to both pupils and parents in the pupils' selection of curriculum and courses.
- Administration and interpretation of standardized tests to all students.
- Individual and small group guidance services are used to help pupils develop self-understanding and to make realistic plans.
- Help to identify opportunities to assist pupils to carry out their educational and vocational plans.
- Assistance with applications for the post-high school training, college, schools of nursing, technical schools, business schools, College Board Examination, and scholarships.
- Follow-up sessions to determine how students' plans have worked out and how well the educational program has served them.
- Research and evaluation to obtain and make use of information about the effectiveness of the school's educational program.
- Completion of transcripts and letters of recommendation.
- Assist in the maintenance and completion of permanent records for all students.

The guidance services in the Jersey Shore Area Senior High School are designed to help you in many ways. Counselors are available to assist you, not only with school or academic problems, but also with your personal or social problems as well. All interviews are held in private. Parents are encouraged to contact the guidance office if they feel they need a report on your progress or an appointment with any of the teachers.

Some areas that you might like to discuss with your counselors are:

- To discuss subjects for the next school term.
- To find part-time or full-time employment.
- To get information about scholarship, loans, etc.
- To obtain information about the armed forces.
- To get help in deciding career goals.
- To get information about post-high school training, business schools, colleges, nurses training, and technical schools.
- To get information about tutoring in any school subject.
- To learn more about your own abilities and interests.
- To help decide upon activities.
- To help you feel connected to the Jersey Shore Area Senior High School.
- To give you an opportunity to talk confidentially with someone who will understand and respect your confidence no matter what you may wish to talk about.

Your counselors are very much interested in helping you with your concerns or problems. An appointment should be made through the guidance secretary.

STUDENT ASSISTANCE PROGRAM (SAP)

The SAP team is a core group of teachers, counselors, administrators, and the school nurse trained through a state endorsed program of drug, alcohol, and mental health awareness. This team works in cooperation with the West Branch Drug and Alcohol Commission and the Lycoming-Clinton County Joinder Board to provide supports to students who demonstrate barriers to learning. Please contact the Guidance Office for SAP concerns.

EMPLOYMENT CERTIFICATE (WORKING PAPERS)

Child Labor Law requires any minor (an individual under 18 years of age) to obtain work permits prior to beginning work. This law, with the exception of farm work or domestic service in a private home, covers

work in any establishments other than the minor's residence. Working papers are applied for through the guidance office between the hours of 8 am – 3:00 pm Monday through Friday. There are two types of working papers issued by the school district. They are as follows:

Transferable Employment Certificate – this certificate is for a student who will work with the possibility of changing jobs before you are 18.

General Employment Certificate – this certificate is for those students who wish to withdraw from school after reaching legal age.

Please note that Employment Certification can be revoke if the student fails to meet the academic expectations set by the school district.

HEALTH SERVICES
Telephone: 570.398.7174

Mrs. Judy Morlock .....School Nurse
Mrs. Becky Shutts .....School Nurse

ILLNESS

If you become ill during the school day, you should report to the health suite beside the main office. If any arrangements must be made for you to leave school, they will be made by the nurse or the office.

DISPENSATION OF MEDICATION

The administration of medication to a student during school hours is permitted with parent permission and a written order from a physician. All prescription medications must have a written order by the doctor for the school nurse to dispense. 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.

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. Out forms can be found on the JSASD webpage, click on information, school nurse information, then forms.

Please contact the nurse's office if you have any questions.

SCHOOL OFFICE SERVICES

OFFICE PERSONNEL
Telephone: 570.398.7170

Principal……. .....Mr. Justin Armbruster
Assistant Principal..... Ms. Erin Bonsell
Secretary..... Mrs. Michele Hensler
Secretary .....Mrs. Brandie Brion

THE SCHOOL OFFICE

The office is a busy place where a wide range of activities take place. You may cooperate by observing the following:

1. Come to the office only on business.
2. Enter the office quietly and wait until the secretary is free to attend to your needs.
3. Do not loiter or have your friends wait for you in the office.
4. There is a phone available on the counter for parental contact or emergency use. Please limit your call to 3 minutes.
5. Use appropriate language in the office.

CHANGE OF ADDRESS OR EMERGENCY INFORMATION

It is necessary for the office to have an accurate record of the home address and emergency information of all students. All changes of address or name need to be reported to the District Enrollment Officer. Phone number updates may be submitted to the high school office. Changes during the summer should be reported to the district office as soon as possible. Proof of residency is required when changing an address.

SCHOOL OFFICE SERVICES

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***

MEDIA RELEASE FORMS

The Jersey Shore Area School District utilizes passive permission for medial release of students. Parents may revoke the right of the district to use images that include their students. This may include being photographed, videotaped, or recorded for the local news media; publicity or for internal purposes, such as newsletters, school and district presentations; the district website; and school or school district managed sites such as JSASD Facebook, JSASD Twitter, JSASD Instagram, etc. Parents should sign and have the student return the media exclusion form to the office at the start of the school year. **Students are not permitted to take, display, and/or distribute pictures of other students and/or adults without permission**.

LOST AND FOUND

The school operates a lost and found service. If an article of value is lost or found, report it to the office and they will help in locating either the article or the owner of the article. Articles related to physical education should also be reported or returned to the appropriate gym office. Articles still remaining at the end of each semester will be disposed of properly.

OFFICE PHONE

There is a phone on the office counter for the purpose of contacting a parent. Limit your call to three minutes and ask permission to use the phone before making the call.

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 email 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), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial 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 Bruce Rogers, Director of Building and Grounds and IPM Coordinator.

POSTERS AND SIGNS

All posters or other related materials may not be posted without permission of the principal or assistant principal. **No materials should be taped on any painted surface**. Please use the strips found in hallways around the building or see the office for putty. Out of school materials should be posted in the library corridor. Bulletin boards will be made available for students in the stairwells and cafeteria for posting. These boards are a service to all students and it is expected the student body will respect what is posted and not destroy or vandalize the postings. After an event has been completed, students who poster the material are asked to remove the postings.

SETTLEMENT OF SCHOOL BUSINESS

At the close of the school term or when a student withdraws from the school, all textbooks, electronic devices (including the iPad) and other school property must be returned and all business matters with the school must be fully settled. Failure to receive full clearance may result in withholding reports and transcripts of that student until satisfactory settlement is made. Replacement cost of texts books will be based on original purchase price minus 10% for every year used. For textbooks that have been used for more than five years, replacement cost will be 50% of the original purchase price. The final price will be set by the administration.

USE OF SCHOOL BUILDING

The high school building is available for use by school, civic, and other groups outside the regular school hours. Any groups, within the school or outside the school, shall make the necessary arrangements. **No student or school groups will use the school building or area after hours without a teacher/adult in charge. Approved Facility Use Forms are required prior to building use. These forms are found on the JSASD website under the information tab.**

VISITORS

Appointments are required.

Visitors will be limited to the building office and contact with students will be reduced. Visitors will need to call in to the building first to schedule an appointment. Parents dropping off items will be required to leave them in the vestibule for staff to retrieve. Volunteers who serve essential functions will be permitted but reduced contact with students will be maintained to the extent possible.

All visitors must report directly to the office and check in with the office personnel. Visitors will be required to wear an ID identifying them as such.

Visitors/former students are not to come to the high school during the day for the purpose of seeing a teacher. They can meet with teachers prior to 8:00 AM or after 3:15 PM or on an in-service day.

Accompanying Students - Visitors may be approved if the following conditions are met. Contact the office.

1. Visitors must be approved at least one day in advance.
2. Visitors must be a high school age and enrolled in an educational institution.
3. One visitor per student.
4. Visitor's home school will be notified of the visitation.

HEALTH & SAFETY PLAN

Students must follow the District Health and Safety plan approved by the district School Board. Please review the Health and Safety Plan on the district website for complete information.

HIGH SCHOOL OFFICE SERVICES

Faculty and Staff Voice Mail and E-mail Extensions

Office Phone: 570.398.7170 **(all email ends with @jsasd.org)**

Instructor	Department	Room#	Voice	Email
Alexander, Scott	Computer Systems Networking	B248	12248	scott.alexander
Armbruster, Justin	Principal	OFFICE	10004	jarmbruster
Armbruster, Sheena	Child Care	E102	15102	sarmbruster
Barnhart, Abbey	Special Ed	B206	12206	abarnhart
Barnhart, Harvey	Business	B237	12237	hbarnhart
Barnhart, Jennifer	Science	E300	15300	jbarnhart
Bauman, Teri	School Psychologist	B203	10050	tthompson
Beck, Tammie	Classroom Aide			tbeck
Bierly, Charlotte	Art	C105	13105	cbierly
Bittner, David	CTE Director	OFFICE	10018	.dbittner
Bressler, Debra	Foreign Language-Spanish	B205	15205	dbressler
Brion, Brandie	Attendance Secretary	OFFICE	10001	bbrion
Cafeteria Office	570.398.7191	CAFÉ	13002	
Charnego, Lynnann	Mathmatics	E305	15305	lcharnego
Conference Room	Conference	B133	12133	
Dershem, Timothy	Business	B213	12213	tdershem
DiFuccia, Mary	FCS	E103	15103	mdifuccia
Dincher, Anne-Marie	Physical Education	GYM	16003	adincher
Dincher, Juli	Guidance Secretary	GUIDANCE	10006	jdincher
Eck, Laura	Special Education	E303	15303	leck
English, Jodi	Athletic Director	GYM	17101	jentz
Entz, Joanna	Mathematics	E302	15302	jenglish
George, Jessica	Social Studies	B127	12127	jessica.geroge
Greene, Timothy	Social Studies	B126	12126	tgreene
Griswold, Rock	Business	B212	12212	rgriswold
Haigh, Heather	Music	C115	13115	hhaigh
Hayes, Emily	Mathmatics	E306	15306	ehayes
Hensler, Matthew	Communications Technology	C215	13215	mhensler
Hensler, Michele	Office Secretary	OFFICE	10003	michele.hensler
Hess, Avery	Science	B244	12244	ahess
Hess, Eric	Physical Education	GYM	16041	ehess
Hess, Patty	Physical Education	E202	15202	phess
Hunter, Alex	Science	B241	12241	ahunter
Keim, Sarah	Art	E203	13103	skeim
Killion, Tracey	Life Skills Aide	B231	12231	tkillion
Kinney, Maggie	HeadStart	E100	15100	
Klugh, Jeff	Social Studies	E204	15204	jklugh
Koon, Ann	Classroom Aide	B128	12128	akoons
Kuehne, Sarah	English	B208	12208	skuehne
Lahr, Christopher	Music – Band	C107	13107	clahr
Long, Michele	English	B204	12204	mlong
Lorson, Brenda	Learning Support	B238	12238	blorson
Lorson, Daniel	Transportation Technology	D119	14119	dlorso
Machmer, Stephanie	Learning Support (LSS)	B231	12231	smachmer
Maneval, Jacob	Social Studies	B205	12205	jmaneval
Maneval, Sophia	Blast Classroom	E203	15203	ssprunger
Mayo, Alexis	English	B215	12215	amayo
Menzen, Brooke	English	B214	12214	bmenzen
Miller, Danielle	Mathmatics	E307	15307	dmiller
Mincer , Bill	Athletic Director (570.398.2980)	B129	12129	bmincer

HIGH SCHOOL OFFICE SERVICES

Morlock, Judy	Nurse	B101	10010	jmorlock
Myers, Kimberly	Office Secretary	OFFICE	10001	kmyers
Neuschafer, Thomas	Foreign Language-German	E206	15206	tneuschafer
Oden, Dolly	Business	B211	12211	doden
Owens, Anthony	Physical Education	GYM	18101	aowens
Pagan, Zoraida	Learning Support	E209	15209	zpagan
Paulhamus, Nicola	ISS Aide	B131	12131	npaulhamus
Persun, Michele	Mathematics	E309	15309	mpersun
Rager, Heath	Building Maintenance	C 100	13100	hrager
Richards, Sarah	Foreign Language-Spanish	E207	15207	syorks
Rieck, Jennifer	Library Aide	LIBRARY	12200	jrieck
School Resource Officer	SRO	Main Off.	12103	Sro
Severini, Nick	Life Skills Aide	B231	12231	nseverini
Shade, Tanner	Social Studies	B207	12207	tshade
Shirey, Jocelyn	Health & Medical Assisting	E200	15200	.jshirey
Shutts, Becky	Nurse	B101	10010	bshutts
Simcox, Ella	English	B210	12210	esimcox
Steppe, Katie	Guidance	GUIDANCE	10008	ksteppe
Sweet, Kimberly	Learning Support	B232	12232	ksweet
Sweitzer, Tricia	Science	B246	12246	tsweitzer
Swimming Pool	570.398.7193	POOL	18001	
Tibbens, Lisa	CTE-Perkins Aide	E102	15109	ltibbens
Trainer's Office	570.398.5086	GYM	17101	
Turner, Izack	Manufacturing Technology	D126	14126	iturner
Wagner, Julie	Learning Support	B128	12128	jwagner
Walker, Holly	Guidance Counselor	GUIDANCE	10009	hbarto
Walker, Kelly	Learning Support	B209	12209	kwalker
Watson, James	Science	E301	15301	jwatson
Weaver, Chad	Mathematics	E304	15304	chad.weaver
Wert, Katie	Library/Media	LIBRARY	10023	kwert
Williamson, Bradd	Science	B243	12243	bwilliamson
Wolford, Matthew	Culinary Arts	E106	15106	mwolford

When calling after hours, enter the voice mail extension anytime.

SCHOOL SAFETY AND EMERGENCY SERVICES

DOORWAYS

Students and visitors **MUST** enter and exit the building through the main office area (**Entrance A**). Proper identification (Student ID) needs to be presented upon entering the school. Students must sign out at the office when leaving. **Students are not to open any exterior doorway for other students or visitors as this is a significant security risk and may result in disciplinary action.**

FIRE DRILLS

The teacher will lead the classes over routes as indicated in each room by a sign near the door. Students must move quickly and quietly to designated areas.

FIRE ALARMS

Any student discovered pulling a false fire alarm will be subject to a school consequence based on the student discipline code of conduct.

EVACUATION TO A SECONDARY LOCATION

1. Students move in an orderly and timely fashion to the secondary location in accordance with teacher direction.
2. Upon arrival to the secondary location, report to your **SHORE TEACHER** immediately to check in and receive further directions.
3. Students listen for any additional information from staff members as well as administration.

EMERGENCY CLOSING OF SCHOOLS

On days of severe weather, local radio stations and television stations will carry notice of cancellation or Flexible Instructional Days. **Do not** call these stations, teachers, administrators, or the school. Check the website: ***www.jsasd.org*****. You should also receive a One Call Now message informing you of the closure or delay.**

PARKING RULES AND REGULATIONS

1. **Student Parking is a Privilege**.
2. The parking permit must be displayed at all times.
3. Students must back into the front parking spaces and pull into track and Johnson Lot spaces.
4. All traffic signs and speed limits (**15 mph**) on school property need to be obeyed. Yield to busses.
5. Enter the parking lot from the rear of the school, turn left at the stop sign and proceed to tier 2 or tier 3.
6. When exiting the school at the end of the day, **drivers must stay in their lane.** Please **yield to busses and obey traffic signals/directives**. Safety First.
7. Access to your vehicle during the school day is limited and only allowed by permission through the main office.
8. Once parked, students must report directly to the school. Do not loiter in the parking lot.
9. Visitor or Staff parking spaces are reserved.
10. Students are responsible to report updated vehicle information to the main office.
11. Students who allow anyone to use their parking decal for any reason may lose their parking privileges for a period of time.
12. Students exiting by the track and gravel lot are required to follow the One Way signs,

*Neglecting to abide by these expectations will result in suspension or revoking of parking pass and/or traffic citation from LRPD.

*****Please see the high school web page for more detailed information regrading student parking and regulations*****

SCHOOL SAFETY

A safe and secure school environment allows for a more positive educational experience. School safety is the responsibility of ALL shareholders. Please **immediately report any safety or security concerns to a teacher, staff member or principal.**

STUDENT EXPECTATIONS

PENNSYLVANIA CODE – TITLE 22.
EDUCATION – CHAPTER 12 STUDENTS

REGULATIONS ON STUDENTS RIGHTS AND RESPONSIBILITIES

12.1 Free Education and Attendance

1. All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
2. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excuse. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are for filling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant. The student has a disability as identified by Chapter 15 (relating to protected handicapped students). The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

12.2 Student Responsibilities

a. Student responsibilities include regular school attendance conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
b. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the right of teachers, students, administrators, and all others who are involved in the education process.
c. Students should express their ideas and opinions in a respectful manner.
d. It is the responsibility of the students to conform to the following:
    1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
    2. Volunteer information in matters relating to the health, safety and welfare of all school community and the protection of school property.
    3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
    4. Assist the school staff and operating a safe school for the students enrolled therein.
    5. Comply with Commonwealth and local laws.
    6. Exercise proper care when using public facilities and equipment.
    7. Attend school daily and be on time at all classes and other school functions.
    8. Makeup work when absent from school.
    9. Pursue an attempt to complete satisfactorily the courses of study prescribed by local school authorities.
    10. Report accurately student media.
    11. Not use obscene language in student media or on school premises.

12.3 School Rules

a. The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
b. Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
c. Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of this code shall be also available in each school library.

DISCIPLINE POLICY (#218)

The School Board and staff of Jersey Shore Area School District acknowledge that conduct is closely related to

learning; an effective instructional program requires a positive and safe school environment which provides interventions and supports to students.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

CAMERA / SECURITY SYSTEM

A security system is in place to protect students, staff, and the facility of the high school. Cameras continuously monitor and record locations inside and outside the high school. Videos are archives for future use/review.

CELL-PHONES AND ELECTRONIC DEVICES

In accordance with **School Board Policy 237:**

1. The Board prohibits unauthorized use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, swimming pool areas, dressing rooms and other changing areas at any time.
2. During tests, examinations, and/or assessments, unless the teacher authorizes such use. When electronic communication devices, including personal electronic communication devices, are not permitted to be used during tests, examinations, and/or assessments.
3. To cheat, engage in unethical conduct, and threaten academic integrity.
4. To access and/or view Internet web sites that are disruptive to the educational/learning environment. Examples include, but are not limited to, social media sites, and inappropriate matter as defined in the school district's acceptable use policy and social media policy.
5. To take action that invades the privacy rights of any student or employee, violates the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

A student who fails to recognize and/or follow the cell phone procedure may receive disciplinary consequences for *Inappropriate Use of Technology, Classroom-School Disruption,* and/or *Defiance/Disrespect*. **Taking pictures, video, and the like of other students, staff, teachers, or school officials is prohibited without their permission. Posting inappropriate comments and/or images, videos, or other media of students, staff, teachers, or school officials to social media is prohibited and may constitute Cyber-Bullying/Harassment and may result in disciplinary action.** The office counter phone is made available to students for the purpose of contacting a parent during the school day. We encourage parents/guardians to call the school office if you need to get a message to your child. Activity sponsors or athletic coaches of a trip/off site activity have the authority to allow for use to contact parents/make pick up arrangements, etc.

Policy Violations:

1st offense – warning and phone turned over to office for student pick up and end of day

2nd & 3rd offense – after school detention and phone turned over to office for parent pick up and end of day

4th+ offense – 1 day of SCE phone turned over to office for parent pick up and end of day

FOOD / DRINK IN CLASSROOMS

No food or drink of any kind will be allowed in computer rooms or rooms with carpet. Food is only allowed in rooms where permitted by the teacher in

charge. It is the teacher in charge and the student's responsibility to insure that all food waste is placed in the recycling or waste cans located in the hallways of the high school and not in the classroom garbage cans. Any messes should be immediately cleaned up. Contact the office or a custodian if cleaning supplies or assistance is required.

LAVATORY USAGE

Usage of private lavatory stalls is limited to one student at a time. Students are to obtain teacher permission and sign-out using ehallpass (Securly) prior to using the lavatory.

HALLPASSES

All students who leave a classroom for any reason must follow the sign-out procedure utilizing Securly. Students without permission to be in the hall may be considered skipping class making the student subject to the discipline policy. Students are to be granted permission when going from one location to another in the building.

LOCKER SEARCHES

As per **School Board Policy 226**, all lockers are and shall remain the property of the school district. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, and welfare of the occupants of or the building itself. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Unannounced general locker searches may be conducted in cooperation with local law enforcement agencies.

STUDENT ID/DEBIT CARDS

Students enrolled in Jersey Shore Area School are required **to have their current student ID. and on their person during the school day.** In addition to security measures, the card system keeps track of individual student accounts and performs management functions such as food production planning, inventory analysis, sales calculations, and sales statistics. The system also provides data and reports to assist in meeting state and federal regulations.

Student ID/Debit Cards are used to:

- Purchase food from the cafeteria
- Sign out material from the library
- May be required for admittance to school activities
- Safety and security issues

For any lost or damaged student ID cards, students can purchase a replacement ID in the main office for $5.

STANDARDS OF DRESS AND GROOMING FOR PUPILS

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

- Shoes must be worn at all times. Footwear or other attire that constitutes a safety hazard is not allowed
- Shirts and dresses must have fabric on the front and sides.
- Clothing must cover undergarments.
- Hats or hoods are not permitted to cover the head while in the school building.
- Clothing must cover stomach and sides.
- Clothing, buttons, jewelry or other attire/items displaying messages either explicitly or implied relating to drugs, alcohol, sex, gangs, profanity, or violence are prohibited.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

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 and sent to the ISS room until appropriate attire is provided.

SCHOOL WIDE POSITIVE BEHAVIOR

The Jersey Shore Area School District is part of the School Wide Positive Behavior initiative. At the high school our motto is **SHORE Pride:** Safety, Honesty, Ownership, Respect, and Enthusiasm. The basic expectations are listed on the chart on the next page.

Our ultimate goal is that students understand there is a level of expectation for behavior and demonstrate their ability to regulate their own behaviors. Every student has the right to an education free from disruption.

CORRECTIVE ACTION OPTIONS

Student Conference
Restorative Conference
Lunch detention
After school detention
SHORE Corrective Education
Loss of School Privileges
Suspension—both ISS or OSS (w/ conference prior to return)
Law Enforcement
Alternate Placement

SHORE Pride

Motto	Classroom	Hallway	Restroom	Cafeteria	Assemblies & Sporting Events
Safety	❖ Use only your own materials/items ❖ Know evacuation procedures ❖ Follow school rules	❖ Follow the appropriate stairwell directions ❖ Follow school rules ❖ Know the evacuation procedures	❖ Use facilities responsibly ❖ Report damage ❖ Wash hands thoroughly	❖ Follow the direction of the lunch line ❖ Know the closest exits ❖ Keep walkways clear ❖ No outside food (deliveries)	❖ No outside food or drink permitted ❖ Enter and exit in an orderly fashion ❖ Know the evacuation procedures
Honesty	❖ Complete work with integrity ❖ Do your own work and ask for help when it's needed ❖ Abide by the school policy on cheating/plagiarism	❖ Report inappropriate behavior ❖ Utilize the hall pass system	❖ Use only when needed ❖ Use the closest restroom ❖ Follow sign-out procedure	❖ Report messes or inappropriate behavior ❖ Follow the sign-out procedure ❖ Keep all food in the designated area	❖ Report inappropriate behavior ❖ Hold your peers accountable for their actions
Ownership	❖ Be on time and prepared for class ❖ Take responsibility for actions, works, and words ❖ Organize and prioritize	❖ Be on time and prepared ❖ Take responsibility for your own actions ❖ Utilize appropriate garbage and recycling bins	❖ Use in a timely manner ❖ Keep the areas clean	❖ Return trays, dishes, and garbage to the appropriate areas ❖ Recycle	❖ Accept winning and/or losing graciously ❖ Take responsibility for your own actions
Respect	❖ Maintain personal space ❖ Treat others with dignity, kindness, and respect ❖ Demonstrate compassion ❖ Follow the direction of teacher/staff at all times	❖ Use appropriate language/volume ❖ Keep school property clear of vandalism or damage	❖ Be mindful of the privacy of others ❖ Respect school property	❖ Use appropriate language/volume ❖ Follow the direction of faculty and staff ❖ Respect school property	❖ Use appropriate language/volume ❖ Demonstrate good sportsmanship ❖ Treat others with respect ❖ Comply with adult requests
Enthusiasm	❖ Actively participate ❖ Set goals ❖ Maintain a positive attitude	❖ Maintain a positive attitude ❖ Help others	❖ Use proper manners and etiquette	❖ Help Others ❖ Maintain a positive attitude	❖ Maintain a positive attitude ❖ Keep comments and gestures positive and polite

BEHAVIORAL OFFENSES

Minor offenses on the part of the student impede orderly classroom procedures or interests with the orderly operation of the school. These behaviors require classroom, teacher, staff corrective action.

- **Disrespect –** Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions
- **Defiance -** student engages in brief or low-intensity failure to respond to identified rules or adult requests
- **Disruption –** Student engages in low-intensity but inappropriate disruption to the educational process
- **Tardy–** Student arrives to class after the bell on three or more occasions
- **Inappropriate Language –** Student engages in low-intensity instance of inappropriate language
- **Inappropriate Contact/Behavior –** Student engages in low-intensity but inappropriate behavior for the classroom.
- **Technology Misuse –** Student does not follow teacher direction regarding the use of technology in the classroom

Major infractions are frequent and/or serious misbehaviors that disrupt the learning climate of the school. These infractions require interventions of school personnel or the administration as previous interventions have failed to change the behavior. These major infractions are serious enough to require corrective action.

- **Defiance/Insubordination/non-Compliance -** Student aggressively engages in refusal to follow directions, talks back and/or delivers socially rude interactions that cause a major disruption to the classroom.
- **Disruption –** Student engages in an action or activity which causes a major disruption to the educational environment which requires faculty/staff member to immediately respond.
- **Disrespect -** Student becomes increasingly critical of the authority figure, deliberately refuses to listen to the directive of the faculty/staff, and makes a conscious effort to undermine the faculty/staff.
- **Skipping Class –** Student is not in the assigned/designated area as scheduled or in another location without the express permission of the teacher to which the student is assigned during a given period/time.
- **Abusive Language/Vulgarity –** Student engages in the use of inappropriate language to the point of disturbing class, is directing comments toward teacher or another student, or is yelling obscene language in an open area
- **Hate Speech -** Hate speech, which includes any communication or expression that promotes discrimination, hostility, or violence against individuals or groups based on their race, ethnicity, nationality, religion, gender, sexual orientation, disability, or any other characteristic, undermines the core values of our educational community.
- **Harassment –** *See Policy 248 on page 33 of the handbook*
- **Bullying –** *See Policy 249 on page 32 of the handbook*
- **Truancy -** Student leaves school property without permission.
- **Forgery/Theft -** Student claims possession of items which do not belong to student. The unlawful taking, transfer, or excise of control over another with the attempt to deprive him deprive him thereof.
- **Academic Dishonesty -** Student participates in academic dishonesty; using others works and identifying it as one's own. Student aids another by providing them with material/answers or otherwise shares information that prevents work from being original to the student. Student uses forms of technology during assessments or to complete assignments.
- **Property Damage/Vandalism -** Student engages in an activity that results in destruction or disfigurement of property.
- **Technology Violation –**Student uses technology devices with intent to do physical, emotional, and/or social harm including taking pictures, videos, or vocal recordings.

- **Minor Altercation –** Student engages in verbal and/or moderately physical behavior that is disruptive to class and requires teacher intervention and redirection.
- **Physical Aggression –** Student demonstrates threatening behavior which is physical in nature. Such actions include, but are not limited to, pushing/shoving, grabbing, and approaching forcibly. *This includes physical actions toward faculty/staff.* Student who engages in a declaration of intent to cause harm to people and or property
- **Fighting -** A mutual altercation involving physical violence where there is no one main offender and major injury, requiring physical restraint or resulting in injury or property. Law enforcement officers may refer this offense as simple assault.
- **Threatening Behavior –** Students makes a written, verbal, or virtual threat of violence against an individual, teacher, or the school which makes others feel unsafe or otherwise creates concern for the larger school environment and for others.

USE OF:

- **Tobacco/Nicotine (or Possession) –** Tobacco use or possession at any time is banned by PA law on school district property or school sponsored or authorized events
- **Weapons/Combustibles (or Possession)–** Student is in possession of a weapon (real or look-a-like) as defined by Act 26; **a student must be expelled for a least one year under the law** – see a more complete explanation following this section
- **Drug/Alcohol/Restricted Substance and/or Possession -** Student engages in drug or alcohol use or the distribution of drugs or alcohol is prohibited

****Any student who is under the authority of the school district has illegal drugs in their possession, or is deemed to be under the influence of illegal drugs, or is engaged in the distribution or sale of legal/illegal drugs, or attempt thereof, shall be suspended from school, as provided in the Student Right and Responsibilities. School authorities shall turn over all evidence and/or information relative to such incidence of illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.

OTHER REPORTABLE BEHAVIORS

- **Parking Violation –** Student parks in an unauthorized area, parking in the wrong spot, does not have a parking permit, or is driving aggressively putting others in danger

BULLYING/CYBERBULLYING POLICY 249

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 students 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 that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

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

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The complete policy can be found on the district website under Administration; School District Policies.

BULLYING AND HARASSMENT PROCEDURES

1. Student Reports Bullying to School Personnel / Administration
2. Discussion / Investigation with Students
3. Conflict Resolution / Cease-Desist Warning
4. Complete Bullying / Harassment Reporting Form
5. Referred to Guidance Counselor
6. ***Continuation***: **Complete Harassment Form**
7. Additional Investigation (Police Involved)
8. Contact Guidance and Parents
9. Disciplinary Action – Conduct Report
10. Legal Consequences – (*Police Discretion)*
11. Follow-up

FIGHTING

Any student fighting while at school and/or under the jurisdiction of the school will be **suspended from school for a minimum of three (3) days**. In addition to a three-day suspension, a report will be filed with the appropriate police agency, and a citation will be issued to all participants under State Statue 2709 (Harassment) or State Statue 5503 (Disorderly Conduct). Fighting is defined as a confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage (Simple Assault).

Students which are identified who encourage, antagonize, video, or may otherwise be deemed involved in a physical altercations may also receive a school consequence.

UNLAWFUL HARRASSMENT POLICY 248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Hate speech, which includes any communication or expression that promotes discrimination, hostility, or violence against individuals or groups based on their race, ethnicity, nationality, religion, gender, sexual orientation, disability, or any other characteristic, undermines the core values of our educational community. We believe in the fundamental principles of free speech and open dialogue; however, these rights come with responsibilities. It is essential that we balance freedom of expression with the duty to respect the dignity and rights of others. To uphold a positive and nurturing learning environment, our school district is committed to addressing instances of hate speech seriously and promptly, through appropriate disciplinary actions as outlined in our policies.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decision affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The complete policy can be found on the district website under Administration; School District Policies.

CONTROLLED SUBSTANCES/PARAPHERNALIA

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

The complete policy can be found on the high school's website main page under the shortcuts.

CONTROLLED SUBSTANCES/PARAPHERNALIA (POLICY 227)

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

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Distributing –deliver, sell, pass, share, or give any controlled substance, as defined by this policy, from one person to another or to aid therein.
Possession–possess or hold without any attempt to distribute any controlled substance determined to be illegal or as defined in this policy.

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

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Board will work to educate, prevent, and intervene in the use and abuse of all controlled substances by the entire student population. The board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

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

OFF-CAMPUS ACTIVITIES (SCHOOL AND NON-SCHOOL RELATED)

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

1. There is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school

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

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

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances. Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

ANABOLIC STEROIDS

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth

Hormone (HGH) shall not be included as an anabolic steroid. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

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

HOLD HARMLESS

The School District will indemnify and hold harmless any professional employee of the School District for any claims that are asserted against that employee arising out of the Employee's good faith

performance of any duties arising under policy 227, insofar as it relates to reporting reasonable suspicion of drug or alcohol use.

UNIFORMITY, CONSISTENCY AND COMMUNICATION

The Superintendent and Director of Athletics will develop a uniform, written standard for all athletic activities that will be fairly and consistently enforced and communicated in writing to all participants and parents.

Substance Abuse Support

West Branch Drug & Alcohol
Lycoming: (570) 323-8550
Clinton: (570) 367-8670

Crossroads Counseling, Inc.
(570) 323-3790

SMOKING – TOBACCO/NICOTINE USE STUDENTS POLICY 222

The Board recognizes that tobacco, nicotine, and nicotine delivery products presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For the purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

The Board prohibits the sale, use, and/or possession of nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits use, and/or possession of nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses nicotine and/or nicotine delivery products in violation of this policy.

Incidents of possession, use and sale of nicotine and/or nicotine delivery products in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. A student convicted of possessing or using nicotine and/or nicotine delivery products in violation of this policy may be fined up to **$50.00 plus court costs** or admitted to alternative adjudication in lieu of imposition of a fine. Students found using nicotine and/or nicotine delivery products or other products as identified by this policy will face the following consequences.

1st Offense – One (1) day in school suspension.
2nd Offense – Three (3) days in school suspension.
3rd Offense – Three (3) days out of school suspension.
4th Offense –Ten (10) days out of school suspension pending expulsion hearing before the School Board.

In determining the discipline to be given to a violator of this policy, only those violations occurring within the then current school year shall be considered.

Any nicotine and/or nicotine delivery products product of any kind or any other material used or intending to be used found on the person of a student in violation of this policy shall be confiscated by the principal of the school on which the student is enrolled and be returned to the parents of the students upon the parents request. Any material other than nicotine and/or nicotine delivery products used by the student or in the possession of the student shall be retained pending subsequent disposition by the principal of the school.

Violations of the Tobacco/Nicotine Policy (Policy #222) by **athlete, cheerleader, or participant** in a co-curricular or extracurricular activity; or, student who applies to be or has been a student athlete or participant, will follow the consequences identified in the Student Athletic Handbook – Appendix A.

Additional Offense:
The building principal, director of athletics, coach, or advisor will meet and determine final disposition of each situation on a case-by-case evaluation. The principal is to have the final disposition in each case.

The superintendent or his designee shall notify all students and parents of students of this policy by publishing this policy in the student handbook and by such other means as a superintendent may decide to inform students and parents of the adoption of the policy.

Need Help?

Pennsylvania Substance Abuse Foundations Recovery Network
www.rehabandtreatment.com
(888) 380-6009

Pennsylvania Drug Treatment Center
http://nationalsubstanceabuseindex.org

Crossroads Counseling, Inc.
Crossroadscounselinginc.com
(570) 323-3790

TOBACCO LAW for PENNSYLVANIA

2010 Pennsylvania Code
Title 18 - CRIMES AND OFFENSES
Chapter 63 - Minors
6306.1 - Use of tobacco in schools prohibited.

A. **Offense defined -** A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

B. **Grading -** A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentences to pay a fine of not more than $50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violation subsection (a), the court may admit the offender to an adjudication alternative as authorized under 42 PA C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

C. **Nature of Offense** – A summary-offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

D. **Definitions** – As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Pupil" A "person between the ages of 6 and 21 years who is enrolled in school.
"School" A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII the Act of March **10**, 1949 (P.L. 30, No. 14) known as the Public School Code of 1949, including area vocational-technical schools and intermediate units.
"Tobacco" lighted or unlighted cigarette, cigar, pipe or other lighted smoking products and smokeless tobacco in any form.

PROHIBITION OF WEAPONS IN THE SCHOOL

Students have the right to obtain an education and school personnel have the right to work in a safe, healthy, danger-free environment.

In order for Jersey Shore Area School District to continue to provide as safe a school environment as possible, the following Prohibition of Weapons in the School Policy 218.1 will be enforced by the administration.

Weapons and replicas of weapons are forbidden on school property. School property means to school, school grounds, school buses, or any premises, grounds, or vehicle used for official school purposes.

A weapon is defined by Pennsylvania school law as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury." This definition may include box cutters, kitchen knives, pen knives on key chains, and other common household items. Weapons can also include but not be limited to, metal knuckles or artificial knuckles, straight razor, explosives, firecrackers, noxious, irritating or poisonous gases, poisons, sling shots, 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.

A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or any school function, or activity, or any school event held away from the school.

This prohibition shall not apply to any weapon which (a) is brought to school by a student for an approved academic extracurricular purpose and (b) if a firearm, shall not be loaded or otherwise capable of being fired.

Weapons under the control of law-enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

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) for one (1) year from the school district schools, as mandated by state law. Upon recommendation of the Superintendent, however, the Board may modify such expulsion requirement for a student on a case-by-case basis.**

DISCIPLINARY ACTION

Student conduct is closely related to learning. An effective educational program requires a safe and orderly environment. Disciplinary action follows progressive levels relating to student conduct (See Office Discipline Referral Form, Page 30). Minor infractions typically result in a form of detention. Students may receive one administrative warning for a minor infraction. Major infractions can have a range of consequences.

CORRECTIVE ACTION OPTIONS

Student Conference
Restorative Conference
Lunch detention
After school detention
SHORE Corrective Education
Loss of School Privileges
Suspension (w/Conference prior to return)
Law Enforcement
Alternate Placement

LUNCH DETENTION

Lunch Detention is held during the student's assigned lunch period. Students assigned to lunch detention must report to the in school suspension room immediately at the start of lunch. Students must have sufficient school work or reading materials for the entire lunch period. Students may pack their own lunches or a lunch will be provided to the student. Students must adhere to the following lunch detention rules:

- Must be on time.
- Must have work to do
- No talking
- No personal electronic devices / computers
- No sleeping or head down
- No bathroom breaks
- All school rules apply.

Failing to attend or complete a lunch detention will result in a make-up lunch detention plus an additional lunch detention. Failure to attend or complete a second lunch detention will result in a after school detention and/or in school suspension.

AFTER SCHOOL DETENTION

Detention may be assigned as a consequence for committing an infraction at the high school. Detentions must be completed during the scheduled detention time Detention is held on the days of the week determined by the monitor from 3:20 – 4:20. The following regulations and instructions are to be followed by students assigned to detention hall:

1. When a student reports to detention they will:
   a. Have sufficient work or reading material for the duration of the one-hour detention.
   b. Not talk or be disruptive in any manner
   c. Adhere to typical school regulations
2. If a student becomes argumentative or disruptive:
   a. Parent(s) will be called and asked to pick up their child
   b. If contact cannot be made with the parent(s), the student will be asked to leave. If the student refuses to leave and the situation warrants, the police will be called an appropriate charges filed.
3. If a student misses detention, shows up late, or reports to detention without work it will be considered cutting detention:
   a. A student missing a detention will be assigned an additional detention. Failure to attend an assigned detention which is a consequence of a missed detention will result in in school suspension.
   b. If you are absent from school or leave school early, for an excused reason, on the day of assigned detention, you will be assigned to the next date for detention.
   c. If an emergency situation arises whereby a student cannot attend an assigned detention, the student's parent must contact one of the principals (570.398.7170) prior to the start of the detention. Once the reason is given and accepted as valid, the student will be reassigned to a future detention without additional penalty**. Employment will not be deemed an acceptable excuse for missing detention.** Failure to contact the principal will result in a cut detention (see 3 a. above).

TEMPORARY SUSPENSION
OUT-OF-SCHOOL SUSPENSIONS (OSS)
JSASD Policy #: 223

Occasionally a student is involved in conduct of such nature that in the judgment of the principal, the pupil must be suspended from school. Under normal circumstances, temporary suspension will not exceed three school days.

A student is considered legally absent while under suspension and is given the privilege of make-up work when returning to school.

Suspended students are not allowed on school property while under suspension.

For more serious offenses a “full suspension” may be imposed for a period of up to ten (10) days, after an informal hearing before the principal is offered to the student and the student’s parent.

In-School Suspension (ISS)

In School Suspension (ISS) is a school consequence which removes students from the social aspect of school, as well as prevents students from disrupting the education of others. ISS keeps students in school and allows them to complete their school work in a quiet and structured environment while removing them from the regular school environment for a limited amount of time.

STUDENT EXPECTATIONS

1. Students assigned to ISS should report to B-131A with everything they will need for the full day after homeroom on the day or days assigned.
2. Students must surrender their cell phone and/or electronic devices to the ISS Monitor.
3. Students will remain in the ISS room for the entire day except for using the restroom. Teacher requests for students to attend classes will be considered by the principals on a case by case basis with the understanding that occasionally instructional events occur in classrooms that cannot be duplicated.
4. Lunch will be eaten in the ISS room. Students will have the following two options for lunch.
   a. Student can purchase a lunch from the cafeteria. The lunch will be one complete lunch. No a-la-carte purchases will be allowed.
   b. Students may bring a packed lunch from home.
   c. Students can earn their way to lunches with their peers if their assignments from the morning were completed and were following behavior expectations.
5. Students in ISS are expected to complete all school work to the best of their ability. Students are encouraged to ask for help as needed. The monitor will help as much as possible and may ask teachers to stop by to help students as needed.
6. Students will reflect on their behaviors while in ISS. This reflection will include activities related to mindset, identifying triggers, goal setting, listening, and self-care.
7. Uncooperative or disruptive behavior may result in additional school consequences.

MAKING UP SCHOOL WORK SUSPENSION

Students who are suspended should utilize school email and Schoology to communicate with their teachers and make an effort to stay current with all their school work. Students will be given the opportunity to make up their work. They will have 3 days upon return from a suspension to make up tests, labs, and/or class projects and assignments.

Lycoming Regional Police Department
(570) 398-2146

EXPULSION
(NOTIFICATION AND HEARING)

If the measures taken by suspension or suspensions and their related program or programs of correction prove ineffective, the student may be permanently expelled from school. When such action becomes necessary, the Superintendent of Schools will be notified and shall arrange for a hearing before the School Board.

SCHOOL RESOURCE OFFICER

A School Resource Officers (SRO) is available for student concerns at each school throughout the Jersey Shore Area School District. The SRO is an active police officer with the Lycoming Regional Police Department. These officers provide various educational and law enforcement services for the JSASD students, faculty, and administration. The SRO Office is located in the Science Hallway in Room B230. Officers have established office hours during the school day for student needs. Students may also arrange meetings with the officer by appointment. Students may email the officers at:

sro@jsasd.org.

It is important to contact a trusted adult when you feel there is the potential for a situation to escalate and potentially become unsafe. Please see a guidance counselor or a principal to report a concern.

For immediate danger always call 911.

STUDENT TRANSPORTATION SERVICES

PARKING PERMITS

Parking in the school lots is a privilege. Parking permits will be sold to licensed drivers. The cost is $20 for reserved space in tier 2 and 3, $15 for parking along the track, and $10 for the gravel lot. Passes will be approved and distributed on a first-come, first-serve basis. Students with approved applications will receive a pass which corresponds to the assigned space. Students are required to park in their assigned space and lot. Students parking without a valid permit or parking in an unauthorized area may be given a citation and/or have the vehicle towed at owners expense. A full listing of parking rules can be found on the high school web page.

BUS TRANSPORTATION

School Board Policy Procedures Revised 2012 – Rules and Regulations for Students. Bus riding is a privilege. For safety and convenience it is necessary that each student comply with all rules and repeated violations may result in suspension of privileges of riding buses. The school buses are equipped with cameras for the safety of all.

STUDENTS:

1. Are to be in the place designated both morning and evening, ready to board the bus on time. The driver is responsible for the maintenance of a schedule and cannot wait for tardy students.
2. Must stand back from the roadway in a an orderly line and wait until the bus has come to a full stop before entering the roadway to board the bus, and make sure the bus has come to a full stop before leaving their seats to get off the bus.
3. Must always take a seat as soon as he/she boards the bus.
4. Must keep hands and head inside the bus at all times.
5. Must conduct themselves properly at all times.
6. Must never bother the driver while the school bus is in motion.
7. Must cooperate with the driver at all times and must report promptly to the principal when instructed to do so by the driver.
8. Should help smaller children.
9. Should keep track of personal property. Students should keep to a minimum the number of personal possessions such as band instruments and projects that they carry onto the bus. These items must be held by the student. The bus company is not responsible for the care of these possessions.
10. Must never throw anything on the bus, out of the bus, or at the bus. Compensation for damages to the bus will be charged to the student(s).
11. Students must not eat on the bus. This is Pennsylvania law.
12. Students may not possess or use tobacco, alcoholic beverages, narcotics, or weapons of any nature/form on the bus.
13. Students may not engage in loud talking, fighting, shoving or pushing, or moving from one seat to another (unless instructed to do so by the driver) on the bus.
14. Students may not light matches or lighters on the bus.
15. Students must warn the driver of approaching danger, if the driver is unaware of the danger.

In the event that the safety of the students riding a bus becomes hazardous due to improper conduct by a student or students, the following procedures should be carried out:

1. The driver should pull to the side of the road, take necessary action to contain the situation, proceed to complete the run, and immediately notify the respective building principal of the incident.
2. The principal will then investigate, notifying parents or action to be taken.
3. Bus drivers have the right to assign seats on all buses.

CHANGING BUSES

Changing bus assignment is prohibited. Students will not be granted permission to change buses unless an extreme emergency exists. In the event of an emergency, parents are required to contact school officials in advance or make a phone call to the school

office to be assured a seat is available since many buses are loaded to capacity.

DISCIPLINARY PROCEDURES FOR BUS INFRACTIONS

Each building principal has an important responsibility with respect to students' transportation. Health and safety factors are the principal's concern since he is the first to feel the impact of any deviation. Student behavior on the school bus is the principal's responsibility since infractions are to be referred to his or her office. A school program which develops good student behavior and democratic spirit in the school will carry over in activities outside the school, including the school bus.

Any student causing disorder on the school bus must be reported by the driver to the student's building principal. The principal will work cooperatively with parents, students, the transportation director and the bus driver. The principal will investigate and decide whether or not disciplinary action is necessary in each case. When it is necessary, only the principal will administer disciplinary actions(s).

Students are subject to all rules, regulations and consequences as listed in the school building's handbook.

Additionally, students who have committed acts of misbehavior on the bus are subject to the following bus penalties:

1. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, refusing to identify himself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties:
   a. **First Offense** - A warning and parents will be notified by mail.
   b. **Second Offense** – Suspension of riding privileges for three (3) days.
   c. **Third Offense** - Suspension of riding privileges for fifteen (15) days.
2. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties.
   a. **First Offense** - Suspension of riding privileges for three (3) days.
   b. **Second Offense** – Suspension of riding privileges for thirty (30) days.
   c. **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.
   a. **First Offense** – Immediate suspension of riding privileges. (Review case after thirty (30) school days.)

Names of students and the nature of the misconduct shall be reported in writing on the 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 trip will be reported the following morning. Every effort will be made to effect disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his riding privileges.

Principals shall notify the parents by mail of the misconduct and of any disciplinary action which has been taken.

Audio and Video recording will be active on the bus at all times.

TECHNOLOGY SERVICES

LEARNING MANAGEMENT SYSTEM AND JSASD DIGITAL CONVERSION (IPAD) INITIATIVE

The Jersey Shore Area School District / Jersey Shore Area Senior High School is implementing a Digital Conversion initiative beginning with the 2017-18 school year. All students at JSASHS will be issued an Apple iPad for educational purposes at the beginning of the school year. The iPad will be a vital educational tool during the school year. Students are expected to have their iPad for every class, every school day. As classroom teachers and the school community converts to the digital world, the majority of student work and assignments will be integrated through their devices. The iPad is considered the students' textbook and must be with them daily.

Students are responsible for their school issued Apple iPads. This responsibility includes, but not limited to the following:

- Charging the Battery – Full Battery Charge
- iPad Care – Damage and Repairs
- iPad Security – Passcodes, Lost or Stolen
- Instructional Assignments – Homework
- Learning Management System – Schoology
- Use – iPad every day / every class

iPad Insurance Program

The JSASD student iPad Insurance Program is being offered as a low cost solution against damage, theft, etc. whether the iPad is in school or at home. The insurance program, covered in Board Policy #815.2, outlines the cost and coverage of the iPad insurance. **If you choose not to participate in the insurance program, you will be responsible for the entire replacement cost or repair of the iPad. Students are responsible of repairing and/or replacing a damaged, lost, or stolen iPad.**

Schoology

The high school will be using the Learning Management System (LMS), Schoology. The LMS will allow you to effectively manage your school content through the Schoology app. Schoology will be integrated throughout all of the courses at JSASHS. Students will be able to schedule events, communicate with teachers and other students, view assignments, complete assignments, complete exams, etc.

STUDENT IPAD RESPONSIBLE USE POLICY (POLICY 815.1)

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the instruction process. Use of iPad technology is required. Technology, on or off campus, must be used in accordance with the mission and philosophy of Jersey Shore Area School District as well as the Acceptable Use of Internet, Computers and Network Resources, Board Policy, 815. A copy of this Board Policy 815 can be found on the JSASD website. Teachers may set additional requirements for use in their respective classes.

The iPad and accessories remain the property of Jersey Shore Area School District at all times. Therefore, there is no assumption of privacy. Jersey Shore Area School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

Guidelines

The "Digital Conversion" iPad program at Jersey Shore Area School District is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians are subject to the following conditions of use:

1. **Liability** - The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, protective case (if applicable), keyboard (if applicable) and all other issued accessories.
2. Personal Safety
3. Netiquette
4. Cyberbullying
5. District Acceptable Use Policy
6. iPad Use, Care, and Routines
7. Email and District Apple ID for Students
8. Camera
9. Listening to Music
10. Watching Movies
11. Games
12. Student Files and Storage
13. Printing
14. iPad Background
15. Plagiarism
16. Behaviors and Discipline Related to Student iPad Use
17. Examples of Unacceptable Use
18. Power Management

19. iPad Security –
20. Damaged and Lost or Stolen iPads
21. Laptop Fees/Insurance

Content Filtering – The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the School Districts, Acceptable Use Policy on and off school district property. When using the iPad at home, parents/guardians will supervise the appropriate use of iPad.

NOTE: Parent/Guardian may not substitute homeowner insurance or other personal insurance for district iPad insurance.

STUDENT MOBILE DEVICE FINANCIAL RESPONSIBILITY POLICY 815.2

This Policy is Currently Under Review and May Change

The Jersey Shore Area School District is embarking on a multi-year initiative to provide a digital device (iPad) to every student for use in the classroom. In most cases, students will take the devices home with them for research and homework assignments during the school year. The benefits of the Jersey Shore Area School District 1:1 iPad program include:

- Providing instant access to up-to-date information and current events as well as digital books and multimedia resources
- Fostering critical thinking skills to do research that encourages proactive learning
- Strengthening communication skills and literacy
- Availability of multiple collaboration tools
- Individualizing learning for each student
- Preparing students for high school and college work
- Expanding students' working knowledge of effective methods to problem solve and complete tasks

The device, accessories, and all necessary software are provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damage, loss, or theft of the device under certain circumstances. These circumstances are more fully described in the questions below.

The District is offering an *optional, voluntary coverage program* to provide financial protection against accidental damage (including screen breakage) of devices. This program is self-funded, and all monies collected will be deposited into a special account to be used for repair or replacement of damaged, lost, or stolen student devices. The purpose of the program is to help offset the cost of a lost or damaged iPad to families, and it can provide significant savings in the event of accidental damage or loss.

TERMS AND CONDITIONS:
The coverage fee annual cost is "per student" and identified in Policy 815 administrative regulations.

Coverage Details:

1. Damage: pays for damage to the iPad on school property or any other location.
2. Accidental Damage: Pays for accidental damage cause by liquid spills, drops, falls, and collisions.
3. Theft: Pays for loss or damages due to theft; a claim must be made the next school day and must include a copy of a police report.
4. Fire: Pays for loss or damage due to fire; a copy of the official fire report from the investigating authority must be included with the claim.
5. Electrical Surge: Pays for damage to the iPad due to electrical surges.
6. Vandalism: Pays for damage caused by vandalism.
7. Natural Disasters: Pays for loss caused by a natural disaster.

The parent/guardian may not substitute homeowner insurance or personal insurance for School District iPad insurance. The insurance fee cost is not subject to reduction or refund for partial year participation due to late enrollment in, or early withdrawal from, the school district.

The iPad insurance enrollment period is from the beginning of the school year through October 15. For new students enrolling in the school district after the October 15 enrollment deadline, the enrollment period will be with the first ten (10) school days after receiving a student device. After the enrollment period, parents/guardians would need to wait until the subsequent school year to opt in and would therefore be fully responsible for damage to their iPad.

For incidents covered by optional insurance, parents/guardians will be asked to submit payment of the $20/$10 cost share/deductible (1st incident) or $80/$50 cost share/deductible (2nd and subsequent incidents) prior to the student receiving a repaired or replaced device.

For incidents not covered by optional insurance, parents/guardians will be invoiced for the full cost of repair or replacement.

In the event that invoices are not paid within thirty (30) days, any or all of the following actions may also be taken by the District, until such time as the invoiced amount is paid in full:

- Additional correspondence/contact demanding payment.
- Withholding of student grades and/or transcripts.
- Suspension of discretionary activities for the student.
- Referral to a collection agency.
- Student use of a replacement device would be limited to school (no option for taking device home).

In cases where a replacement device is necessary, the District will decide what type of device will be provided as a replacement.

Current estimated repair/replacement costs WITHOUT insurance:

Type of Damage	Estimated Repair - Replacement Costs
Damaged screen or LCD display	$200
Damaged headphone jack, speaker, or Lightning connector	$150
Damaged button (home/volume/power)	$100
Cable replacement	$20
AC adaptor replacement	$20
Complete iPad replacement	$500
Protective sleeve replacement	$30

Opt-in/Opt-out Process

Parents/Guardians have the option to decide if they want to participate (OPT-IN) in the student iPad Coverage Program or not participate (OPT-OUT) and *assume full responsibility* to pay for accessory replacement costs or repair/replacement of a damaged iPad.

iPad Coverage envelopes will be sent home with student(s) the first days of school and will be available after that at each school's main office.

1. Mark on the envelope your iPad Coverage selection - OPT-IN or OPT-OUT.
2. Fill in the needed information on the iPad Coverage Envelope (even if the parent/guardian OPTs-OUT).
3. If Opting-IN, select the cost category (Regular, Reduced Lunch or Free Lunch) and put that amount in the envelope and seal it.
4. Envelopes with parent/guardian decision (OPT-IN or OPT-OUT) are returned to the student's homeroom teacher.

   OPT IN - fill out the requested information on the envelope, and submit a check (made out to Jersey Shore Area School District) or money order for the correct amount. The student should return the envelope to his/her homeroom teacher.

   OPT OUT – fill out the requested information, sign the envelope. The student should return the envelope to his/her homeroom teacher.

If the Coverage envelope is not returned for any reason, the parent/guardian will be considered to not have any insurance coverage.

All Coverage claims should be filed with the school's main office on forms that will be made available in each school office.

POLICY 815
ACCEPTABLE USE OF INTERNET, NETWORKS, AND TECHNOLOGY RESOURSES

District Policy 815 -- Acceptable Use of Internet, Networks, and Technology Resources governs student use of school technological equipment. The policy can be found on line with the student handbook.

PURPOSE

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

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

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

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

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

AUTHORITY

- The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
- The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.
- The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.
- The district's technology system administrators and staff have access rights to user accounts to conduct normal and routine business and security functions regarding technology integration and technical support for the users of the District.

DELEGATION OF RESPONSIBILITY

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

- Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and

developmental levels, and to evaluate and use the information to meet their educational goals.

- Students and staff have the responsibility to respect and protect the rights of every other user in the district.
- The building administrator shall have the authority to determine what is inappropriate use.
- The district's Instructional Technology Specialist or his/her designee will oversee the district's technology systems and will work with district, regional, or state organizations to educate employees and provide leadership for proper training in the use of the district's technology systems and requirements of this policy.
- The district's Instructional Technology Specialist or his/her designee will maintain a procedure for creating and assigning individual accounts set quotas for disk usage of the system, establish a data file retention schedule, maintain the school district virus protection process, monitoring network traffic, processor and system utilization, and all applications provided through the network and communication systems, including e-mail.
- The Superintendent of Schools or his/her designee is responsible for ensuring the security of personal and confidential data maintained in employee or student information management systems. In systems not maintained by the district on district equipment, the Superintendent or his/her designee is responsible for periodic auditing to ensure that adequate security measures are in place. It is the express responsibility of all users to be aware of confidentiality rights governing such data and to protect the data.

DEFINITIONS

- The term **"technology resources"** shall refer to any electronic device and instrument that uses, manages, carries, or supports audio, video, or data in includes, but is not limited to, information that is transmitted or received by radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.
- The term **"communication system"** refers to the entire technological infrastructure and encompasses the collective use of the Internet, Intranet, e-mail, coaxial and wireless telephone, pagers, facsimile machines, computer hardware peripherals, duplication machines, audio and video recording machines, televisions 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 literacy and/or audio and visual information.
- The term "**user**" applies to students enrolled in grades K-12 as well as employees, substitutes, consultants, contractors, parents, guardians, guests, and all affiliated agents.

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

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are child pornography; crime; violence; intolerance; obscenity; profanity; rude and disrespectful language; inflammatory, threatening, or abusive, text, graphics, or video imagery; and any other items harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log for users.
3. Monitoring online activities of minors – and adults – as necessary. The district has the option to utilize random electronic surveillance when it is discovered that a user has and/or intends to install and/or access unauthorized software and/or software that is restricted by licensing to a single user at one workstation while being made accessible to multiple users at more than one workstation. Random electronic surveillance may also be used to detect when a user accesses prohibited Web sites and monitor access for use that is not work related.
4. Software installed on district-owned hardware must be licensed by the district, and the license and the purchase documentation must be on file with the district's Instructional Technology Specialist's office. Users may not install personal software on district-owned hardware. Users may be required to provide proof of licensing if there is a question regarding software installation and when none exists or cannot be produced, the software will be deleted.
5. The district will not use any surveillance methodology to gather personal identifying

information (names, home address, etc.) about any of its users. However, users have no privacy expectations in the contents of their personal files and records or their online activity while using district technologies and the communication system.

GUIDELINES

- Network accounts shall be used only by the authorized owner of the account for its approved purpose; access to a user's account is not to be shared with other users other than district technology system administrators and staff that may need to provide support and conduct a routine business.
- Users do not own accounts on the district network, but they are granted the privilege of use. District system administrators are permitted access to user files in the normal course of their employment when necessary to conduct district business, to protect the integrity of communications systems and property of the district and may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged, for example, or to provide routine technical support.
- User accounts may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.
- Misuse of the communications systems and technology resources or other information resources may result in the loss of computing and/or network accessibility and is subject to disciplinary actions or can be prosecuted under applicable statutes.
- Employees' access to technologies and communication systems will cease immediately when the users' employment is terminated.
- Students' access to technologies and communications systems will cease immediately when the student users vacate the classroom environment because of expulsion, graduation, or relocation/transfer to another school system.
- All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.
- The school district shall provide a copy of this policy to all district users in appropriate handbooks and posted on the district web site. The school district encourages parents/guardians to review this policy and discuss with their child(ren) what material is and is not acceptable for their child(ren) to access in school through the district's technology resources.

PROHIBITIONS

All users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following users are prohibited:

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

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

ACCEPTABLE NETWORK USE EXAMPLES

1. Creation of files, projects, videos, web pages, and podcasts using network resources in support of educational and operational research, efficiency, and communication.
2. Participation in blogs, wikis, bulletin boards, social networking sites, and groups and the creation of content for podcasts, email, and web pages that support educational and operational research, efficiency, and communication.
3. The online publication of original educational material, curriculum-related materials, and student work that support educational and operational research, efficiency, and communication.
4. Staff use of the network for incidental personal use in accordance with all district policies and guidelines.

SECURITY

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

- Employees and students shall not reveal their passwords to another individual other than district system technology administrators to conduct normal

and routine educational, operational, and technical support functions.

- Users, other than district technology staff, are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Users must notify the district Instructional Technology Specialist or his/her designee immediately if they have identified a possible security problem.

CONSEQUENCES FOR INAPPROPRIATE USE

- The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
- Vandalism shall result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; or damage of district technology resources. This includes but is not limited to uploading or creating computer viruses.

PENALTIES – ALL USERS

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

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

- **Level 1 Penalties:** General infractions that result in no loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes account sharing and misuse of computer resources. Penalty may include suspension from access to technology resources, detention, loss of a grade, removal from class, suspension, or a letter of reprimand.
- **Level 2 Penalties:** Infractions that result in minor loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes unauthorized deletion of data files and unauthorized shutdown of file servers. Penalty may include suspension from access to technology resources, detention, loss of a grade, removal from class, detention, suspension, a suspension from the workplace, and the recovery of costs to replace data or resources.
- **Level 3 Penalties:** Infractions that result in irreplaceable loss of data or severe damage to a technology resource and are classified as a misdemeanor or felony. This includes copyright violations and virus introduction into a computer or network. Penalty may be permanent suspension from technology resource access, expulsion, possible criminal charges, termination or employment, and possible litigation.

COPYRIGHT

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

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

SAFETY

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

TECHNOLOGY SERVICES

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

Internet safety measures shall effectively address the following:

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

EXEMPTIONS

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

ARCHIVE AND BACKUP

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

LIMITATIONS OF LIABILITY

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

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

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

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

STUDENT E-MAIL ACCOUNTS

Students in grades 9-12 will be provided district owned e-mail accounts to facilitate communication among students and staff. The use of the e-mail account is for educational purposes and must be in compliance with the Jersey Shore Area School District Acceptable Use Policy 815.

Students may send and receive e-mail to and from other students and staff with a JSASD e-mail account. Students will not be able to receive e-mail from e-mail accounts that are not owned by the Jersey Shore Area School District. **Exceptions may be granted, however, with the school principal's approval where the need to send to and receive e-mail from outside sources is necessary. The need to send to and receive e-mail from outside sources will be reviewed on a case-by-case basis with the final decision made by the building principal.**

If a student has Internet access at home, he/she will be able to access his/her e-mail account via the web from home, but the restrictions regarding sending to and received from e-mail accounts other then the JSASD accounts are still in effect.

TECHNOLOGY SERVICES

Unless education-related business is being conducted, student should not communicate with staff in other buildings.

Students have a 100 MB storage quota assigned to their accounts, and a warning message will be issued when a student reaches 90 MB. When a student is 100 MB, the student's ability to send and receive messages will stop until unnecessary files are deleted from the account. The student is responsible for the maintenance of his/her account and the deletion of unnecessary e-mail messages.

The contents of the e-mail accounts are open to inspection at any time by school district technology staff and administrative staff, and the contents of the e-mail account are the property of the Jersey Shore Area School District. The privilege of using a JSASD e-mail account may be rescinded at any time if the student violates the provisions of the district's Acceptable Use Policy 815.

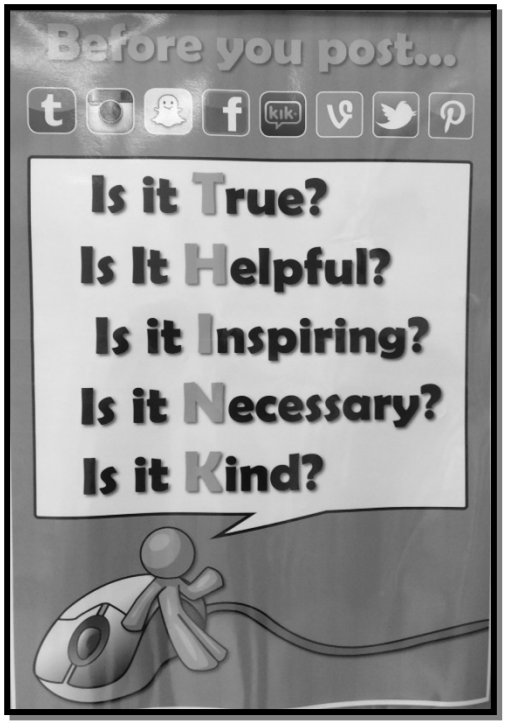
Student User ID:
(*Year of Graduation*)(*First Initial*)(*Last Name*)
For Example: 17sbulldog

Student Email: ***userid@jsasd.org***
For Example: 17sbulldog@jsasd.org

Password:
KEEP YOUR PASSWORD SECURE

Check your email regularly as teachers and other students may communicate with you regarding classes and/or club related information.

SOCIAL MEDIA



Social media has become a major communication outlet in a teenager's life. With any new technology, it is important to realize the responsibilities of properly using these tools.

KEYS DIGITAL CITIZENSHIP

Are you a Digital Citizen? Digital Citizenship is defined as the norms of appropriate, responsible technology use (*DigitalCitizen.org*). Follow these digital etiquette rules.

1. Treat other as you wish to be treated
2. Send positive and truthful messages
3. Check your message before you send
4. Friends don't share friends' secrets

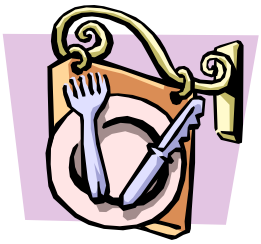
FOLLOW US ON TWITTER

@JerseyShoreAreaSD

facebook.com/jsasd

SHORE LUNCH EXPECTATIONS – FOOD SERVICES

CAFETERIA



All lunches will follow a traditional schedule and students are scheduled in one of with three separate lunch periods.

Period 5 – Lunch A
Period 7 – Lunch B
Period 9 – Lunch C

Lunch expectations are as follows:

	Cafeteria
Safety	• Follow the direction of the lunch line • Know the closest exits • Keep walkways clear • No outside food (deliver or homemade) • Follow school procedure for social distancing and masks
Honesty	• Report messes or inappropriate behavior • Utilize sign-out procedure • Keep all food in the cafeteria
Ownership	• Return trays, dishes, and garbage to the appropriate areas • Recycle
Respect	• Use appropriate language/volume • Follow the direction of faculty and staff • Respect school property
Enthusiasm	• Help Others • Maintain a positive attitude

Students who are caught popping an item (ex. milk carton(s), chipped bag(s), sandwich bag(s)) during a lunch period may be **cited for Disorderly Conduct, State Statute 5503, (2) making unreasonable noise.**

Throwing of food or anything else is not acceptable behavior. First offense will result in one week of lunch detention. Further offenses will be additional weeks of lunch detention with the potential for being charged with disorderly conduct.

Additional expectations pertaining to the lunch periods will be published during the school year as necessary.

JSASD FOOD SERVICES

Deposits are made at the cafeteria in the morning and at lunch by filling out a deposit slip and turning it into the cashier. Checks should be made payable to **JSASD Food Service.**

Cash will be accepted only as deposits with the proper deposit slip

Balance on accounts is available at every transaction. The cashier will inform students when their account reaches five dollars ($5) or under. Balances can be checked online by accessing Parent Link. At the end of the school year balances will be rolled over to the next school year. A senior who has a balance greater than one dollar ($1), will receive a refund through the mail. A senior who has a balance of less than one dollar ($1) will need to contact Food Service Director, 570.398.5061.

Lost Cards: If you lose your Student ID/debit card, inform the office secretary who will order you a new card at a cost of $5.00.

Charging lunches will not be permitted.

Co-Curricular and Extra-Curricular Handbook for Middle School and High School Students

This appendix has references to the following policies:

- #121 – Field Trips
- #122 – Extracurricular Activities
- #123 – Interscholastic Athletics
- #123.1 – Concussion Management
- #137.1 – Extracurricular Participation by Home Education Students
- #140.1 – Extracurricular Participation by Charter/Cyber Charter Students
- #210 – Use of Medications
- #222 – Tobacco Use
- #236 – Student Assistance Program
- #247 – Hazing

All students participating in or who may participate in co-curricular and/or extracurricular activities will be subject to the following rules listed below **24 hours a day, 7 days a week, and 365 days a year.**

Theft, Vandalism or Property Damage

Student are expected to show respect for the property owned by the School District, other schools, private individuals and other private or public entities. Theft, vandalism or damage to property denotes poor school citizenship and any student involved in such activity will be referred to the school administration for disciplinary action. In addition to possible suspension or expulsion from school (if applicable), a student will be subject to the following disciplinary penalties for violations of this policy.

1. **First Offense** – A first offense will result in suspension from the co-curricular/extracurricular program for the next competition/privilege.
2. **Second Offense** – A second offense will result in suspension from co-curricular/extracurricular activities for 20 calendar days.
3. **Third Offense** – A third offense will result in suspension from all co-curricular/extracurricular activities for one calendar year.

Hazing (Policy #247)

Jersey Shore does not condone any form of hazing defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates.

1. **First Offense** - On the first offense the student will be suspended from the co-curricular and/or extracurricular program for 45 calendar days.
2. **Second Offense** – A second offense will result in suspension for all co-curricular and/or extracurricular activities for one (1) calendar year.
3. **Third Offense** - A third offense will result in suspension from all co-curricular and/or extracurricular activities for the remainder of the student's career.

A student who participates in extra-curricular or co-curricular activities *will have further consequences* as outlined in this handbook.

"Privileges" that would be suspended include participation in:

- School-sponsored dances including the Spring Fling or the Prom
- "Reward" activities that are part of the School Wide Positive Behavior Support Program
- Class "parties"
- Motivational Assemblies unless the purpose is for substance abuse awareness
- Field Trips
- Participation in a PIAA sport or cheerleading
- Any other activity deemed a student "privilege" by administration

Graduation exercises will be allowed unless the student is suspended out-of-school at the time of the ceremony.

For purposes of this appendix the term "co-curricular and/or extracurricular" shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation with the exception of band and choir which are both extracurricular and co-curricular. Such activities shall ordinarily be:

- Conducted wholly or partly outside the regular school day
- Marked by student participation in the processes of initiation, planning, organizing and execution
- Available to all students who voluntarily elect to participate
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable

Examples of such activities include, but are not necessarily limited to, intramural sports, interscholastic sports, and musical organizations such as marching band, student council, drama production, FBLA, TSA, NHS, cheerleading and clubs. A complete list of co-curricular and/or extracurricular activities may be found on the school district website.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all students regardless of individual differences. The opportunity to participate is a privilege provided by the taxpayers of the Jersey Shore Area School District community. Through voluntary participation, the student is expected to give time, energy and loyalty to the activity in which he/she participates. He/she is also expected to abide by the training rules, regulations and responsibilities unique to that activity.

School Attendance Requirements

A student must be in attendance at school for the full day in order to attend or participate in an activity, practice or contest that day. An exception will be made if the student has a written excuse from the parent in conformance with the School District's attendance policies and guidelines and the building administrator approves the written excuse. Examples of acceptable reasons are health care appointments, college visitations, and emergencies.

Any student who accumulates 10 or more excused, unexcused, or unlawful (excluding doctors excused or education trips) absences will meet with an administrator or designee to determine eligibility for participation.

Tobacco (Policy #222-Revised)

Pennsylvania law prohibits students from possessing or using tobacco products on all school district property, including all school buildings, school vehicles and school grounds. Under the policy, students are prohibited from engaging in the following conduct anywhere at any time.

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; smokeless tobacco in any form; electronic cigarettes; and look-alikes. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and/or other chemicals by turning the substance into a vapor that is inhaled by the user.

Any reasonable evidence of smoking shall justify disciplinary action under this policy. Direct observation of smoking is not required. Student will be subject to following penalties for violations of the anti-tobacco policy.

First Offense:

- One (1) day in-school suspension
- Mandatory $50 fine plus court fees
- Suspension of participation in the first 10% (rounding down) of the scheduled PIAA competitive events (1 event minimum suspension) for each season a student participates in a sport during the next 365 days. Practices/scrimmages are permitted.
- Recommend student to receive counseling or attend appropriate program.

Second Offense:

- Three (3) days in school suspension

- Mandatory $50 fine plus court fees
- Suspension of participation in the first 25% (rounding down) of the scheduled PIAA competitive events (1 event minimum suspension) for each season a student participates in a sport during the next 365 days. Practices/scrimmages are permitted.
- Must meet with counselors or attend appropriate program.

Third Offense:

- Three (3) days out-of-school suspension
- Mandatory $50 fine plus court fees
- Suspension of participation in the first 50% (rounding down) of the scheduled PIAA competitive events (1 event minimum suspension) for each season a student participates in a sport during the next 365 days. Practices/scrimmages are permitted.
- Must meet with counselors or attend appropriate program.

Additional Offense:

- Ten (10) days out-of-school suspension
- Mandatory $50 fine plus court fees
- Suspension of participation in ALL extracurricular activities for a minimum of 365 days from the date of the offense.
- The building principal, director of athletics, coach, or advisor will meet and determine final disposition of each situation on a case-by-case evaluation. The principal is to have the final disposition in each case.

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Athletes and Cheerleaders (Extracurricular Activities)

Mission Statement for Athletics

The Athletic Department supports the philosophy that a quality interscholastic athletic program is vital to the positive social, physical and educational development of students. The interscholastic athletic program enhances and supports the academic mission of the school system. We are committed to promoting the proper ideals of **sportsmanship, ethical conduct, and fair play at all athletic contests.** We support high standards of good citizenship, along with the regard for the rights of others. Being a member of the interscholastic athletics programs is a privilege to be earned and maintained throughout the season. Each time participants step into a school, onto a practice field and in a game they are expected to represent themselves in a responsible sportsmanlike manner.

In addition to embracing the district Athletic Department philosophy, we will also encourage and promote:

- The belief that athletes should participate in multiple sports and not specialize in any one specific sport.
- The school district extends the opportunity to as many students as possible to participate in the athletic program because of the belief in the concept of "broad-based" student participation.
- The premise that all teams are considered vital for our student-athletes and each is a valued part of our athletic program. No one sport is considered more important than any other.
- The approach that all teams are treated as fairly as possible.

Athletic Chain of Command

The following chain of command is in effect

Player
⇩
Assistant Coaches/JV Coaches
⇩
Head Coach
⇩
Athletic Director
⇩
Principal
⇩
Superintendent

If there are any questions or concerns involving some aspect of the athletic program, the athlete should first contact the appropriate coach. If there is no resolution, he/she should go to the head coach, etc.

Practice and competition attendance Requirements for Athletes

1. Given that the competition is extremely keen among the district students to be selected for a position on a team's roster or to achieve a starting role on one of our teams, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity. Missing practice or competition may hinder an athlete's individual skill, attitude and knowledge development; weaken his/her role on the team; and affect the team's performance and chances of success.
2. Post-Season Eligibility according to the PIAA By-Law is based on a athlete's attendance at his/her school's practices and competitions.

Excused Absences
An Athlete's absence for a practice or competition will be excused for the following reasons:

- Circumstances generally approved by the district for absence from the school (illness/injury, religious observance, education trip, co-curricular field trip, special academic pursuit, family commitment or doctor's appointment)
- Considerations: Athletes should always communicate an upcoming absence as far in advance as possible to the head coach. Because of the broad scope of district activities, conflicts may occur between an athletic event and another district activity. When a conflict occurs, the athlete and coach should work out a solution that will be in the best interest of the student athlete utilizing the following criteria:
  - The relative importance of each event
  - The importance of each event to the student
  - The contribution the student can make to each activity
  - When the events were scheduled

- A student may have an opportunity, for an alternative tryout if they meet **all** of the following conditions:
  - They have passed a physical for that sports season; all paper work is signed; and meet all academic eligibility standards
  - They have sustained an injury or become sick during the weeks prior to the initial tryout or during the initial tryout, and have a diagnosis and a prognosis from a doctor of when they may return. This excuse turned into the coach on or before the initial week of tryouts.
  - Their physician must clear them before their alternate tryout.

Guidelines:

- The prospective participant must attend all practices until he/she is able to tryout so that he/she may be able to keep up with team issues, drills, and/or plays. The prospective person could act as a manager at this time until a tryout can be scheduled.
- This procedure is to be used only in the case of injury and illness, and may not be used in conjunction with missing tryouts.
- Other guidelines identified by the athletic director and coach.

Consequences for Unexcused Absences
Failure to follow these rules, or any other additional team-specific rules publicized by the coach, will result in a consequence for the student-athlete. Consequences may include, but are not limited to, suspension from the team activities or dismissal from the squad.

It is intended that compliance with these attendance requirements will help each athlete to best develop

his/her own talents and to best contribute to the development of the strongest possible interscholastic athletics program.

Athletics during School Cancellations, Early Dismissals or Delays
In the event of inclement weather and/or other circumstances that result in an early dismissal or the cancellation of school, the athletic events, practices, and meetings will be cancelled unless the superintendent or his designee states otherwise.

In the event of a delay an official determination regarding the status of practice, meetings, home and/or away events will be made by the Athletic Director with consultation of school administration by 1:00 PM and announced by the Athletic Director. The decision is final.

Academic Requirements for High School and Middle School Students in Sports

1. Students are required to be passing six credits at the high school and six classes at the middle school to be eligible to participate in extracurricular activities.
2. The academic progress of all students participating in extracurricular activities will be monitored at the end of each week.
3. Academic eligibility will be based on the grade listed for the course in the MMS portal on Friday. Teachers and coaches will be notified of a player's status. It is the responsibility of the coach to notify players of their eligibility and to contact parents if there are academic concerns. The suspension from competition and performances will be for one week from Monday to Sunday. Students will not be able to leave school early for competitions during their period of ineligibility.
4. Any student/athlete enrolled in classes outside of the district will be responsible for weekly eligibility checks. The student will provide the athletic office/advisor a weekly signature from the course instructor by noon on Monday for the prior week's work.
5. Weekly eligibility sheets will not be run for one week at the start of each marking period due to the small number of grades available at that time. Weekly eligibility sheets will be run starting the second week.
6. Any student/athlete with two (2) failing grades will be required for the first thirty (30) minutes of each practice to work on academic material or tutoring until the grades are brought to passing.
7. Students not passing four (4) credits at the high school or four (4) classes at the middle school at the end of a school year will be ineligible to participate in co-curricular and/or extracurricular activities for the first fifteen (15) days of the next applicable activity or program during the next school year. The student may attend a district approved summer school program or other academic program in the failed subject areas and must receive a passing grade to be eligible and not serve the fifteen (15) day suspension.

Participation

1. **Registration Fees -** Athletes are required to pay a yearly registration fee approved by the board at the beginning of their first sport season of the academic year. All checks should be made payable to JSASD Athletics.
   a. **Late Registration** – The Athletic department affirms the need for pre-season mental and physical preparation. If a student registers for a sport after the initial starting date he/she is not eligible to participate in scheduled interscholastic competition until practice time has matched the missed number of days/weeks.
   b. The deadline for joining a team will be the first athletic event of the season for the sport the student athlete is participating in. The exception is for a transfer student coming into the school district.

2. **Paperwork –** All paperwork, registration fees, insurance information and physical must be turned into the athletic office before the student can participate in practice or tryout.

3. **Squad Limits and Selections –** Many sports teams have no squad limits; therefore, all students who meet eligibility requirements and participate in tryout activities/practices become a part of the team. However, the nature of certain sports limits the number of team members who can be effectively managed by the coaching staff and/or facilities. Coaches, as the designated professionals in charge of these sports will make student-athletes aware of the criteria for selection. The coaches will maintain records of try-out evaluations, and will provide sufficient opportunity to fairly evaluate and rank student athletes.
   - Students not selected for a squad may be permitted to try-out for another sport during the same season, provided the selection process for that team has not been completed and the head

coach is agreeable to the tryout. The student athlete must obtain approval from the coach no later than two days after receiving notification that he/she was not selected for the first sport he/she attempted to join.

- Any player quitting a team must get the approval of the original coach before joining a second team. All obligations such as returning uniforms and equipment must also be completed prior to joining another team.
- Any player dismissed from a squad must get the written permission, of the original coach, athletic director and principal prior to participating with another team.
- The athletic director along with the building principal will mediate all problems when an athlete changes teams. The building principal, will have the final decision.

4. **Sports and Band –** It is the position of the athletic department to support the marching band. Thus, students may be permitted to participate in band/band practice activities daily until 4:30 PM and then report to the specific athletic practice. If the athletic team is required to leave the school early for an event, the band student will be excused from band activities. These arrangements are to be coordinated between coaches and the band director.

5. **Multi-sport Participation –** It is the position of the district that a student-athlete who maintains academic eligibility may participate in more than one sport within the same season. Students are encouraged to participate on as many different sports teams as they can during their school careers. However, for a student to participate on more than one team per season is extraordinarily difficult and most often not in the best interest of the student or the teams. Exceptions to this policy require approval from the athletic director. The best interest of the athlete as a productive student and citizen come first, however, if agreement is reached between the parent, the athletic director and the principal, the athlete may participate in two sports under the following conditions.
   a. A **mandatory** meeting must occur between the student, the parent and the athletic directors to the student's ability to participate in both sports.
   b. The student must declare a primary sport and a secondary sport.
   c. The two head coaches, the student, the parent, and the athletic director must meet to determine a practice and game schedule during the pre-season.
   d. The agreed upon practice/event schedule takes precedence over schedule changes and/or conflicts throughout the season.
   e. Unresolved differences in practice schedules between coaches will be considered and ruled upon by the athletic director/principal with the decision being final.
   f. **No appeals will be honored at the board level.**

6. **"Playing Up" –**There may be circumstances in which the skill levels of a student enrolled at a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team if offered for students of a higher grade. When an initiative to do so is made, PIAA Bylaws must be followed; coaches, parents, the student and administrators must be in agreement that this move is in the best interest of the student. The option is never available to students below the entry level at which a particular sport is offered.

Risks of Athletic Participation

In spite of protective equipment, supervision, and sound instruction by coaches, there are some **risks** associated with participation in athletics. Injuries can and do occur. In extremely rare cases, death could result. All athletes and parents need to be aware and understand these possibilities. We will do what we can to ensure a safe and healthy environment. Each coach should supply the student athlete with a cautionary statement for their sport.

Understanding Risk of Concussion and Traumatic Brain Injury

What is a concussion?
A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way a student's brain normally works.
- Can occur during practices and/or contests in any sport.
- Can happen even if a student has not lost consciousness.
- Can be serious even if a student has just been 'dinged' or "had their bell rung."

All concussions are serious. A concussion can affect a student's ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most

students with a concussion get better, but it is important to give the concussed student's brain time to heal. All athletes will be given an impact concussion test to establish a baseline in the event of a concussion. The impact test is administered in middle school and at the high school.

What are the symptoms of a concussion?
Concussions cannot be seen; however, in a potentially concussed student, one or more of the symptoms listed below may become apparent and/or that the student "doesn't feel right" soon after, a few days after, or event weeks after the injury. Symptoms may be:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should student do if they believe that they or someone else may have a concussion?

- Students feeling any of the symptoms set forth above should immediately tell the certified athletic trainer, their coach and their parents. Also, if they notice any teammate evidencing such symptoms, they should immediately tell their coach.
- The student should be evaluated first by the certified athletic trainer. A licensed physician of medicine or osteopathic medicine (MD or DO), sufficiently familiar with current concussion management, should examine the student, determine whether the student has a concussion, and determine when the student is cleared to return to participate in interscholastic athletics**. Only the physician can clear a student for returning to the sport.**
- Concussed students should give themselves time to get better. If a student has sustained a concussion, the student's brain needs time to heal. While a concussed student's brain is still healing, that student is much more likely to have another concussion. Repeated concussions can increase the time it takes for an already concussed student to recover and may cause more damage to that student's brain. Such damage can have long term consequences. It is important that a concussed student rest and not return to play until the student receives permission from the MD or DO, sufficiently familiar with current concussion management, that the student is symptom-free.

How can students prevent a concussion?
Every sport is different, but there are steps students can take to protect themselves.

- Use the proper sports equipment, including personal protective equipment. For equipment to properly protect a student, it must be: the right equipment for the sport, position, or activity; worn correctly and the correct size and fit; and used every time the student practices and or competes.
- Follow the coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If a student believes they have a **concussion**: Don't hide it. Report it. Take time to recover.

Return-to-Play Protocol
Athlete must be symptom free for 24 hours and have passed neurological testing to begin the return to play progression. (This means the athlete is within normal limits as compared to their baseline test. If baseline tests data is not available, data will be compared to normal values for age and gender.)

Athlete may progress to the next step after 24 hours if they remain symptom free. If any symptoms return, the athlete must return to the previous step after being symptom free for 24 hours.

Step 1: Light aerobic exercise (sub maximal heart rate) no resistive training
Step 2: Sport specific conditioning
Step 3: Non-contact drills in practice
Step 4: Full contact drills in practice
Step 5: Game Play

This protocol complies with PIAA/NFHS rules for return to play following a concussion.

Understanding of Sudden Cardiac Arrest Symptoms and Warning Signs

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

Are there warning signs?
Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- Dizziness
- Fatigue (extreme tiredness)
- Lightheadedness
- Shortness of breath
- Difficulty breathing
- Racing or fluttering heartbeat (palpitations)
- Syncope (fainting)
- Weakness
- Nausea
- Vomiting
- Chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?
There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

Removal from play/return to play

- Any student-athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during, or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner, or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professional.

Athletic Trainer

The district is most concerned for the health and safety of its student athletes. It is our belief that proper care of injuries is critical to the students in the athletics program. A certified athletic trainer is provided by the school district to furnish care and rehabilitation of athletic injuries. However, given the size of the athletics program, it may be impossible for the athletic trainer to be at every scheduled event. The athletic office will make every effort to see that each sport receives attention based on the available personnel. Sports judged to be high injury-risk sports will receive primary coverage by the athletic trainer. In the event a certified trainer is not present, the coach in charge of the activity will assume responsibility. The role of the certified athletic trainer is:

- Prevention of injuries
- Assess and evaluate injuries
- Rehabilitation of injury
- Apply therapeutic modality
- Educate the student athletes on proper nutrition
- Educate the student athletes on health care and wellness for life

Awards and Letters

The High School athletic programs will award Athletic letters, with pins to designate each sport, and bars to designate multi-year earnings. Individual head coaches will determine the criteria for earning a letter; inform the student/athlete and athletic director in writing of the criteria for his/her sport prior to the first game/match of the season.

School-issued Equipment

The equipment issued for practice and competition should be cared for properly. Loss of equipment or failure to return equipment at the end of the season will result in charges to the student athlete for equipment replacement. Any awards due to the students will be withheld. All athletes are required to return all equipment, uniforms, and pay all debts incurred for one sport season before they may begin participating in another season.

The following are guidelines for issued equipment:

- Each student athlete and parent has signed a form stating that the student athlete will be responsible for and will return all equipment at the conclusion of the season.
- Each student athlete will be responsible for checking his/her own equipment out and returning it to the athletic office him/herself, unless other arrangements with the coach have been made.
- Each athlete will fill out an issuance card, on which all equipment he/she has signed out will be recorded.
- At the conclusion of the season, the student must return all equipment within (2) two-weeks to the athletic office unless other arrangements have been made.
- Upon turning in their equipment students will have all equipment checked off their card, as it is turned in. There will be no dropping off of equipment and leaving before it is checked in.
- Any student not turning in their equipment within that (2) two-week period will have a letter sent home to his/her parents and they will be billed for replacement of equipment. Principals will also be made aware of equipment not returned, so that they may help in the process of retrieval of equipment.
- All students may turn in their equipment Monday through Friday between 10:00 AM and 4:00 PM unless other arrangements have been made.
- If equipment is not turned in prior to the start of the next season, students are not allowed to practice or tryout for another sport.

Transportation to Activities

The athletic department in conjunction with the transportation director will make arrangements for all Jersey Shore Area High School and Middle School athletic travel. Travel routes, time allocations and any other such necessary arrangements will be approved by the athletic director in consultation with the head coaches and bus contractors. Charter buses will not be used for senior high or middle school sports unless the difference between the school bus and charter is paid by the booster club. Districts and Inter-state playoffs will be given consideration for charter buses. Cheerleaders attending varsity, junior varsity or middle school events will be provided space on the team or band bus; however, they will be seated as a group with their coach.

Travel Rules

1. The student athletes must travel on the bus or van with the team or cheerleading squad. Any exceptions must be in writing and approved by the principal.
2. The bus leaves on time. If the student athlete is not there he/she will not travel or play.
3. Student athletes must follow the team dress code established by the coaches for the sport.
4. Seating preference set by the coaches.
5. All team members remain together while at the opponent's school.
6. Only team players on the eligibility list, student managers, approved coaches, and approved support staff may ride the team bus.
7. Transportation should be ready and students should be leaving the building approximately **30 minutes after the conclusion** of a contest, practice session or returning from an away event.
8. **Student athletes are expected to be where the coach has directed them to be while under his/her supervision. This means the athletes may not leave the field or gym for any reason unless approved by the coach.**

Practice Sessions and Games

Practice sessions are normally closed to spectators. These sessions are the equivalent of a teacher's classroom and there is real, quality instruction taking place. Interruptions and interference to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in the academic setting. Education in any setting cannot be compromised. Spectators at games, however, are very much encouraged. Positive nurturing support of teams and athletes is very helpful to the performance in athletic contests.

Practice sessions:

- May start and end at different times due to schedules of the coach or of our facilities use. Check with coach for specific practice times.

- Will not be held when school is dismissed early or canceled due to inclement weather unless approved by the Superintendent or his designee.
- May be held on Saturdays, and holiday breaks, but not on Sundays without permission from principal, athletic director and superintendent and then only as a last resort.

Code of CONDUCT

Students participating in extracurricular activities will be subject to the following rules listed below **24 hours a day, 7 days a week, and 365 days a year.**

The penalties imposed against a student for violating any of these rules will be **assessed immediately**, whether or not they are currently participating in their sport or activity.

Scope of Code of Conduct

The Code of Conduct applies to all students enrolled in grades 7 through 12, who are participating in extracurricular activities. The terms of this policy apply throughout the year to conduct occurring **on or off school property**. This Code of Conduct shall not prevent coaches from developing and enforcing other reasonable rules and training regulations, which are specific to their extracurricular activity.

Extracurricular participants are often in the public eye, and, hence their personal conduct is to be above reproach. They have an obligation to project at all times a positive image of themselves and the Jersey Shore Area School District community they represent. Failure to do so can lead to immediate dismissal from extracurricular activities. **A coach has the authority to levy additional consequences within his/her own program.**

Rules of Decorum

A. **Practice Rules**

a. Be alert, ready to participate.
b. An athlete needs to consistently attend practices. This also includes Saturdays, and holidays.
c. Players should participate in the mandatory pre-season practices prior to playing (meaning participants must practice 1-3 weeks prior to competing refer to "Coach's rules").
d. When the coach is speaking, all eyes are to be on the coach. When a player is speaking all eyes are to be on the player.
e. No player may offer an excuse to any criticism during practices or games.
f. When the coach's whistle blows, action is to stop immediately.
g. Each player must make an effort to appear enthusiastic. Do not express negatives on the field or court at any time.
h. Only students on the PIAA certificate of eligibility are to practice with the team. The principal must sign the "Student-Athlete and Cheerlead Contract" before the student athlete can practice, participate in a scrimmage or game, and cheer.
i. If injured, an athlete must report all injuries to the coach and follow up with the athlete trainer.
j. The students are expected to accept and understand the seriousness of responsibility, and the privilege of representing the school and the community.
k. The students are expected to learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and this will give a better understanding and appreciation of the sport.

B. **Game Rules and Sportsmanship**
Student Athletes are to:

a. Treat the opposing team and cheerleaders with respect
b. Promote good sportsmanship both as a player, cheerleader, or a fan in the stands at events
c. Accept and understand the seriousness of responsibility, and the privilege of representing the school and the community. Participants are ambassadors of the school and represent not only themselves, but also their coaches, school, parents, school staff and community
   - Treat opponents with respect; shake hands prior to and after contests

- Respect the judgment of contest officials no matter what is decided
- Display no behavior that could incite fans and other players to behave inappropriately
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest
- Vulgar or inappropriate language is unacceptable at all times
- Taunting or "trash talking" of opponents and cheerleaders will not be tolerated.

d. Abide by the rules of the contest

C. **Training Rules**

a. Players will follow the advice and direction of the athletic trainer.
b. Players will get the proper amount of rest and follow a nutritious diet, which will facilitate their good health.
c. Notify the coach and athletic trainer of all personal injuries that happen while at a practice or in a game.

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Coach/Athlete/Parent Relationship

An effective working relationship among the "athletic triangle" of coach, athlete and parent/guardian benefits the quality of each person's experience and contributes significantly to the success of the entire team. Establishing this relationship requires that each of the individuals understand his/her role in the process and communicates openly and honestly with the other persons.

The player-coach relationship is perhaps the most critical relationship in athletics. A parent/guardian can have a pronounced effect on this very important and delicate relationship. The student may not agree with all the decisions of a coach (i.e. play calling, playing time, etc.); how and when to express these feelings can have a decided effect upon respect of the coach, and on performance as a member of a team. A negative opinion expressed to your child will usually have a negative result in practice or at a competition. Parents/guardians and students should remain positive and set up an appointment to discuss concerns.

Receiving technical or strategic instruction at home, in almost all cases, interferes and conflicts with the instructional process at practice sessions and games. This may ultimately impede the student athlete's progress and affect their playing time or whether they win a starting position.

It is understood that with access to information on any sport on the internet, through televised games, proliferation of satellite TV/Radio and sports shows, many adults feel that they understand or perhaps know more than many coaches. Everyone becomes an expert. While this new found expertise may heighten appreciation of the sport, the parent/guardian, is not the coach. An athlete can have only one coach at a time. Allowing the coach to instruct and guide the team is crucial.

To open the communication channels, the coaching staff is responsible for staging a pre-season orientation meeting at which time they will cover topics such as the following:

- Introduction to include giving a brief description of the background experiences of the coaching staff and program support.
- General plans for the upcoming season.
- PIAA, District, school, department, and team philosophies, procedures, rules and expectation as covered in the handouts.
- Locations and times of practices and competitions.
- Helpful tips on how parent/guardians can best support their child during the season.
- How best to reach the coach (by phone or email) and confirmation of how best to reach each parent/guardian.

Athletes and their parents are responsible for asking questions to clarify their understandings of any topics discussed at a meeting or published in any other printed material. Athletes and parents are also responsible for confirming mailing addresses, phone numbers, email addresses and must inform coaches of any anticipated conflicts in the proposed practice/competition schedule.

With this foundation in place, it is anticipated that communication between any of the parties can easily and respectfully be conducted throughout the season. However, the most critical time for the working relationship to be employed is when a concern or

conflict arises about an expectation or comprehension of a policy/procedure. Topics **that are accepted as appropriate for discussion are:**

- The athlete's academic performance
- The athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation
- The athlete's role on the team
- The application of PIAA, District, department and team philosophies, procedures, rules and expectations for athletes
- Suggestions to improve an athlete's skill acquisition, knowledge and attitudes relevant to the sport
- Information about recruiting and recommendations about an athlete's suitability for play at collegiate levels
- Management of injuries incurred by the athlete

However, there are also topics, which **are NOT appropriate for discussion.** These include certain prerogatives for which the coach alone has jurisdiction with the bounds of school district philosophies, regulations and policies.

- Selection, placement and determination of playing time
- Other player's roles on the team
- Establishment and enforcement for all guidelines and training rules related to the activity
- Appointment of practice times, dates and procedures
- Preparation and execution of all travel arrangements for the team
- Creation and implementation of competition strategies
- Management/determination of all awards

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in the attempt to resolve a problem:

- Avoid telephone and email discussion if possible. Speak face-to-face with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the athlete and coach; however, this contact should be made at a time other than during practice or competition. Speaking privately in the coach's office or in a place away from other team members is preferred.
- If the problem is not resolved at this primary-level meeting, a conference, which includes the coach, athlete, and parent/guardian, is in order.
  - Never approach a coach immediately following a contest. At this time coaches have other responsibilities. This time is usually very emotional.
  - Do not approach a coach during or after practice and expect to meet. At this time coaches have responsibility to the student athletes.
  - Call the following day and **make an appointment** that is convenient for both you and the coach.
  - Raise your concern in a calm and civil manner. Yelling or being rude or using inappropriate language does not lead to a solution and will end the meeting.
  - Once the question or concern is stated, **listen** to the explanation. Be prepared to hear a different unbiased opinion of the athlete's performance and skills.
- If a resolution still is not gained after this conference, contact the athletic director for his/her input as to how to proceed. He/she will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion.

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Disciplinary Actions

It is a privilege to play in sports or cheerleading.

- Violations of the **"GENERAL RULES"** are very serious and will result in the most severe discipline. We will follow Policy 222 (Tobacco Use), Policy 227 (Drugs/Alcohol) and Policy 247 (Hazing) as approved by the Jersey Shore Area School Board. Violation of Policy 222, 227 or 247 could result in removal from all extracurricular activities and/or may result in a student's outright dismissal from the team.
- Violations of the **"ACADEMIC RULES"** are interpreted and enforced for the most part by the building principal and by standards set by the PIAA.
- Violations of the **"RULES OF DECORUM"** although important are much more general and enforcement must be more subjective in nature. The building principal, athletic director or coach

will, for the most part, be the people to enforce these rules.

- Any athlete who is ejected from a game for unsportsmanlike conduct or flagrant foul will not be allowed to participate in the next game (PIAA rule). Depending on the seriousness of the event and if this kind of ejection has happened before, removal from the team is a possibility.
- Any player who is ejected or disqualified from an event for unsportsmanlike conduct or a flagrant foul will not be permitted to attend the next contest. That includes, riding the bus, sitting on the bench, in the stands, or anywhere on the contest site.
- Any athlete on the team who physically assaults an official, player, coach, or fan will be dismissed from the team. This may also affect the athlete's participation in another sport for that school year.
- Once a player has been disqualified from an event or dismissed from the team for any of the above reasons, if an appeal isn't filed within the allotted time after an ejection, no appeal will be heard, and suspension or dismissal will be carried out.

Sequence of Disciplinary Measures for Rules of Decorum

Depending on the severity of the rules violation as perceived by the building principal, athletic director or coach the following actions will be taken:

- Talk with the student involved in the infraction.
- Extra conditioning or practice may be required.
- Loss of playing or participation time.
- Suspension from the team for a period of time.
- Dismissal from the team or activity.

The above measures are not set to be considered a sequence of actions but will be applied to each individual situation on a case-by-case basis. Players and parents may seek an explanation of any of these measures provided that arrangements are made prior to meeting with the coach. These matters will not be discussed in public or in the presence of other players or parents during scheduled practice times or games.

Note that in the Jersey Shore Area School District Athletic Department we strive to maintain a level of sportsmanship that is unmatched in the area. If an athlete is ejected from an athletic contest for unsportsmanlike conduct by a PIAA official on 2 occasions in 1 season they will be dismissed from the team. Also any athlete ejected for unsportsmanlike conduct will not only sit-out a game for the PIAA but may sit-out a game for Jersey Shore. A protest for an ejection may be filed with the athletic director (in writing with coach's signature) in the event that an official made a mistake, overreacted and/or ejected the wrong student. Athletes should make that protest no later than 2 days after the ejection. It will not change the PIAA sanctions of sitting out the next contest but may erase an ejection from the athlete's record at the school. **The ejected athlete is to write a letter of apology to the officials and possibly the opposing school before participating in the next game. Students appealing a second ejection will be reinstated to practice until their appeal is heard. They may not participate in athletic contests or travel to games unless a positive ruling is given on their appeal.

Additional Discipline

1. Students suspended or expelled from school for any infraction of the Student Behavior Code may not attend or participate in extracurricular activities for the duration of the suspension or expulsion.
2. The privilege of a student to participate in extracurricular activities may be revoked by the school administration for flagrant or frequent violation of the Student Behavior Code and/or the Code of Conduct.
3. Completion of the season, including post-season, playoffs, tournaments, exhibitions and events is required in order for a student to be eligible for the awarding of a varsity letter or other team and individual awards. The obvious exception to this policy is when injury or illness limits participation. In such a case, the awarding of a varsity letter or other honors will be at the discretion of the coach.
4. Should a student violate the Athletic Code of Conduct at the end of the school year, a meeting between the student, parents, coaches, athletic director and administration will occur to determine a course of action for the student to participate in activities during the summer. The student will need to make up the hours necessary to participate.
5. For student athletes, Pennsylvania Interscholastic Athletic Association (PIAA) regulations will be followed in all cases of transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc.

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School or school related activities will follow the administrative guidelines for Policy 227 in addition to the guidelines listed below.

Off-campus activities rules violation, the student will be disciplined if he/she is arrested or receives a citation.

Outside of school arrests or citations will result in disciplinary action.

Controlled Substances/Paraphernalia (Policy #227)

Pennsylvania law prohibits individuals less than 21 years from possessing or consuming alcoholic beverages. The Pennsylvania Controlled Substance, Device and Cosmetics Act likewise prohibit all individuals from possessing, using or distributing illegal drugs and drug paraphernalia. Therefore, the School District adopts the following policy regarding drugs and alcohol by students:
All students participating in extracurricular activities are prohibited from engaging in:

- The possession, use or distribution of alcohol, illegal drugs, look-alike drugs, mood altering substances or related paraphernalia;
- The possession, use or distribution of a prescriptive drug in a manner inconsistent with the directives of the prescribing physician; and
- Being present at any gathering where the students knows, or reasonably should know, that other underage individuals are in possession of, using or distributing alcohol, illegal drugs, look-alike drugs, mood altering substances or related paraphernalia (**NOTE:** It is the expectation that a student should immediately exit the area or premises where these behaviors or products are evident immediately).

This policy does not prohibit lawful use of prescription or over-the-counter medications for their intended purpose and in recommended dosages. **The applicability or the policy is not limited to school hours, school property, or the school year.** The philosophy of this policy involves two (2) major elements: (1) to vigorously address drug/alcohol use; and (2) to build an educational and/or rehabilitative component into the disciplinary process.

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

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 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 involves 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.

Whenever a student violates the Controlled Substance/Paraphernalia Policy, the student's parent/guardian will be promptly notified of the incident by the administration and coach or other school authority they will decide whether to obtain medical treatment for the student or to temporarily isolate the student.

Students will be subject to the following penalties for violations of this policy:

1. **First Offense -** A student will be put on probation for a period of 365 days. The student will not be able to participate in 25% (rounding down) of the scheduled PIAA competitive events for each season a student participates in a sport during the probationary period. A mandatory Student Assistance Program (SAP) referral will identify the student for assessment and intervention. The SAP team will refer the student to a professionally trained counselor to assess substance abuse problems and to make a recommendation for treatment. The student must follow the recommendation of the counselor.
2. **Second Offense -** A student will be put on probation for a period of 365 days. The student will not be able to participate in 50% (rounding down) of the scheduled PIAA competitive events for each season a student participates in a sport during the probationary period. A mandatory Student Assistance Program (SAP) referral will identify the student for assessment and intervention. The SAP team will refer the student to a professionally trained counselor to assess substance abuse problems and to make a recommendation for treatment. The student must follow the recommendation of the counselor.
3. **Third Offense –** A third offense will result in suspension from all extracurricular activities for the remainder of the student's scholastic career.

Voluntary Admission – Any student who voluntarily admits to a violation of the policy, prior to a possible known infraction, and who is not under the immediate influence of a chemical substance will not be suspended, but rather will be referred immediately to the SAP team for assessment and recommendation for services. The student will temporarily not participate in any school sponsored extracurricular activity until the SAP team can make a recommendation. The student will be reinstated as a participant when the evaluation is complete with a recommendation for reinstatement and the principal determines the student may now participate. For continued eligibility, the students must complete the recommended program and have no further incidents.

Anabolic Steroids (Policy #227)

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.
Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

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

1. **First Offense -** suspension from school athletics for the remainder of the season.
2. **Second Offense** - suspension from school athletics for the remainder of the season and for the following season.
3. **Third Offense** - permanent suspension from school athletics.

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

Annual Public Notice of Special Education Services *(APPENDIX B)*

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

(Revised July 2021)

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, including screening and evaluations, 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.

This notice shall inform parents throughout the school district, intermediate unit and charter school of the child 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 web site. Children ages three through 21 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 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. Rebecca Swinehart or Ms. Sheena Hindman, Supervisors of Early Intervention Services, 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. Rebecca Swinehart or Ms. Sheena Hindman, Supervisors of Early Intervention Services, 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 school districts, intermediate units and charter schools 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 responsible school entity listed below. For preschool age children, information, screenings

and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT
BLaST Intermediate Unit 17 2400 Reach Road, PO Box 3609 Williamsport, PA 17701 570-323-8561 BLaST Intermediate Unit 17 33 Springbrook Drive Canton, PA 17724 570-673-6001

SCHOOL DISTRICT OFFICES	
BRADFORD COUNTY	
Athens Area School District 100 Canal Street Athens, PA 18840 570-888-7766	Canton Area School District 509 East Main Street Canton, PA 17724 570-673-3191
Northeast Bradford School District 526 Panther Lane Rome, PA 18837 570-744-2521	Sayre Area School District 333 West Lockhart Street Sayre, PA 18840 570-888-6121
Towanda Area School District 410 State Street Towanda, PA 18848 570-265-9154	Troy Area School District 68 Fenner Ave Troy, PA 16947 570-297-2750
Wyalusing Area School District 11450 Wyalusing New Albany Rd Wyalusing, PA 18853 570-746-1600	Bradford County Prison 15927 Route 6 Troy, PA 16947 570-297-5047
TIOGA COUNTY	
Northern Tioga School District 110 Ellison Road Elkland, PA 16920 814-258-5642	Southern Tioga School District 310 Morris Street Blossburg, PA 16912 570-638-2183
Wellsboro Area School District 227 Nichols Street Wellsboro, PA 16901 570-724-4424	Tioga County Prison 1768 Shumway Hill Road Wellsboro, PA 16901 570-724-5911
SULLIVAN COUNTY	
Sullivan County School District 777 South Street, PO Box 240 Laporte, PA 18626	

570-946-8200	
LYCOMING COUNTY East Lycoming School District 349 West Cemetery Street Hughesville, PA 17737 570-584-2131	Jersey Shore Area School District 175 A&P Drive Jersey Shore, PA 17740 570-398-5250
Loyalsock Township School District 1605 Four Mile Drive Williamsport, PA 17701 570-326-6508	Montgomery Area School District 120 Penn Street Montgomery, PA 17752 570-547-1608
Montoursville Area School District 50 North Arch Street Montoursville, PA 17754 570-368-2491	Muncy School District 206 Sherman Street Muncy, PA 17756 570-546-3125
South Williamsport Area School District Raymond R. Rommelt Building 515 West Central Avenue South Williamsport, PA 17702 570-327-4470	Williamsport Area School District Service Center 2780 West Fourth Street Williamsport, PA 17701 570-327-5000
Lycoming County Prison 277 West Third Street Williamsport, PA 17701 570-326-4623	

The school entity or charter school 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.

Public Notice Regarding Destruction of Special Education Records
Notice: July 1, 2025

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with CFR 300.624, The Jersey Shore Area School District intends to destroy the records of students who exited from any special education program prior to and during the **2017-2018** school year.

Special Education records which have been collected by The Jersey Shore Area School District related to the identification, evaluation, educational placement, or the provision of the Special Education in the district, are maintained under state and federal law for a period of seven years after Special Education services have ended for the student.

Special education services end when the student no longer is eligible for services, graduates, ages out of his or her educational program, or moves from the district. After seven (7) years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student who reached 18 years of age, may request a copy of the records in writing at the following address or by calling the office by August 1, 2025:

Jersey Shore Area School District Special Education Department
175 A & P Drive
Jersey Shore, PA 17740
Phone – (570) 398-5063

Destruction of these records will begin August 4, 2025.

PLEASE NOTE: THIS NOTICE PROVIDES RESIDENT STUDENTS AND THEIR PARENTS WITH NOTICE THAT THE DISTRICT MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES:

* All student protocols and raw data will be considered no longer educationally relevant at the conclusion of the evaluation.
* Records that include a student's name, address, grades, attendance records, dates attended, grade level completed and year completed may be destroyed once 7 years have passed since the student's 22nd birthday. This would include records for those individuals whose year of birth is 1996 or earlier.
* Special Education records, Section 504 records, Child Study Team records, and health records may be destroyed once seven years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
* Destruction will proceed where parents or eligible students have not requested copies by the first of July each school year. Parents or students who are eighteen years of age have the right to request a copy of their record before destruction.

APPENDIX C

Annual Public Notice of
SCHOOL WELLNESS (POLICY #246)

Jersey Shore Area School District recognizes that student wellness is related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The Board adopts this Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.

2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.

3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

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.

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.).

1. 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.

2. Shared Classroom Snacks (ie. birthday celebration or individual classroom parties):

    a. 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 nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website.

Scan to sign

https://forms.gle/9vChyNQ17iM1qp9P6