

**2025-2026**

# **Middle School Student Handbook**

Jersey Shore Area School District





## **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**

*The Jersey Shore Area School District will prepare students for the next step in their life's plan.*

#### **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 discipline 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.*

JERSEY SHORE AREA MIDDLE SCHOOL  
601 THOMPSON STREET  
JERSEY SHORE, PA 17740  
570 398-7400



## HABITS of a BULLDOG NATION

Be At Your Best | Make Others Better

Are you Consistently, Often, Sometimes, or Rarely?

*We*  
**BELIEVE**  
*at the Jersey Shore Area Middle School*

We must encourage our students to understand the importance of knowledge in this ever-changing world, and therefore the need to be life-long learners.

We must create an environment of caring for students and them caring for each other in order for everyone to flourish.

We must challenge our students to grow academically by engaging them with technology and opportunities for higher order thinking skills to be utilized.

We must remember that we are all members of a global community that thrives with responsible citizens.



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

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

The rules and regulations stated herein are not exhaustive. The intent is to reflect the attitude of sound discipline and a desire to create a healthy educational environment. The Middle School administration may enact additional rules and regulations based on school policy, which may not be stated in this handbook.



# 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,

Dr. Brian T. Ulmer  
Superintendent





# Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Jersey Shore Area Middle School

Dear Families of Jersey Shore Area Middle School,

Welcome to the 2025-26 school year! I am looking forward to another year of serving as the Principal of at the Middle School. We are pleased to welcome Mr. Jordan McGregor as our new Assistant Principal. We are both ready to jump in and partner with you all as we strive to be at our best and help make the people around us better. As we prepare to embark on a new school year, I wanted to take a moment to extend a warm welcome back to all our returning families and a heartfelt welcome to those joining us for the first time. We are thrilled to have each of you as part of our school community.

The beginning of a new school year brings with it a sense of excitement and anticipation. It's a time for new beginnings, new friendships, and new opportunities for growth and learning. Here at JSAMS, we are committed to providing a nurturing and inclusive environment where every student can thrive academically, socially, and emotionally.

This year, we will continue to focus on building up our Habits of a Bulldog Nation. Our dedicated team of educators and staff are enthusiastic about guiding your students through the development of strong, positive habits of school participation, appropriate conduct, preparedness, accountability, and community conduct.

Communication between school and home is essential for your student's success, and we encourage you to reach out to us with any questions, concerns, or suggestions throughout the year. You have access to your student's grades on the Focus Parent Portal and through Schoology. We value your partnership and look forward to working together to ensure a positive and enriching experience for your students.

Thank you for entrusting us with your child's education. Together, we will make this school year one of growth, achievement, and lasting memories. Here's to a fantastic year ahead!

Warm regards,

Dr. Tara Battaglia, Principal

# Table of Contents

<b>SPECIAL SERVICES.....</b>	<b>8</b>
ADMINISTRATION .....	8
ATHLETICS .....	8
CUSTODIAL SERVICE .....	8
FOOD SERVICE.....	8
HEALTH SERVICES.....	8
LIBRARY SERVICES .....	8
OFFICE PERSONNEL .....	8
GUIDANCE DEPARTMENT.....	8
SUPPORT STAFF .....	8
<b>MIDDLE SCHOOL INSTRUCTIONAL TEAMS AND DEPARTMENTS.....</b>	<b>9</b>
<b>FACULTY/STAFF PHONE EXTENSIONS AND EMAIL .....</b>	<b>10</b>
<b>JSASD POLICY REFERENCE CHART.....</b>	<b>11</b>
<b>COMMUNICATIONS FLOW CHART – CHAIN OF COMMAND.....</b>	<b>12</b>
<b>SCHEDULING and ENROLLMENT .....</b>	<b>13</b>
.....	13
ARRIVAL AND DISMISSAL TIMES.....	13
SCHEDULE CHANGES.....	13
HOMEBOUND INSTRUCTION .....	13
WITHDRAWING FROM SCHOOL .....	13
<b>ACADEMIC INFORMATION .....</b>	<b>14</b>
MIDDLE SCHOOL COURSES.....	14
MOVIE PROCEDURE .....	14
ACADEMIC PROGRESS & ONLINE ACCESS.....	14
REPORT CARDS .....	14
FINAL GRADES .....	14
ACADEMIC PROGRESS REPORTS .....	14
<b>HOMEWORK.....</b>	<b>15</b>
OBJECTIVES: .....	15
ROLE OF STUDENT.....	15
HOW CAN FAMILIES HELP WITH HOMEWORK? .....	15
HOW WILL THE TEACHERS HELP WITH HOMEWORK? .....	16
WHAT IF THE STUDENT MISSES AN ASSIGNMENT?.....	16
<b>GUIDANCE SERVICES .....</b>	<b>16</b>
COUNSELING .....	16
THE STUDENT ASSISTANCE PROGRAM (SAP) POLICY NO. 236 .....	16
<b>GRADING INFORMATION.....</b>	<b>17</b>
HONOR ROLL LIST .....	17
ACADEMIC ELIGIBILITY FOR ATHLETES .....	17
PROMOTION GUIDELINES.....	17
ACCELERATION .....	17
RETENTION.....	17
<b>ATTENDANCE SERVICES.....</b>	<b>18</b>
ABSENCE FROM SCHOOL.....	18
COMPULSORY ATTENDANCE .....	19
COMPULSORY ATTENDANCE PA CODE: 24 P.S. 13-1327 .....	20
EDUCATIONAL TRIP REQUESTS.....	20
TARDINESS & PARTIAL DAY ABSENCES .....	20
SCHOOL ATTENDANCE IMPROVEMENT .....	21

PARTICIPATION AND ATTENDANCE AT SPORTS AND EXTRA CURRICULAR ACTIVITIES .....	21
<b>SCHOOL OPERATIONS INFORMATION .....</b>	<b>21</b>
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	21
SCHOOL OFFICE SERVICES .....	21
VISITORS .....	22
ARRIVAL AT SCHOOL .....	22
DISMISSAL FROM SCHOOL.....	22
DRIVING STUDENTS TO/FROM SCHOOL .....	22
<b>BUS POLICY RULES AND REGULATIONS.....</b>	<b>22</b>
CHANGING BUSES .....	23
<b>DISCIPLINARY PROCEDURES FOR BUS INFRACTIONS .....</b>	<b>24</b>
CATEGORY I .....	24
CATEGORY II.....	24
CATEGORY III.....	24
<b>SCHOOL HEALTH SERVICES .....</b>	<b>24</b>
ILLNESS AND INJURY DURING THE SCHOOL DAY .....	24
DISPENSATION OF MEDICATION .....	25
STOCK EPINEPHRINE PROTOCOL .....	25
HEALTH RECORDS.....	25
COMMUNICABLE DISEASES.....	25
HEAD LICE .....	26
<b>MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM.....</b>	<b>26</b>
DEFINITION OF HOMELESS.....	26
RESIDENCY AND EDUCATIONAL RIGHTS .....	27
<b>COMMUNICATIONS.....</b>	<b>27</b>
ONE CALL NOW .....	27
WEBSITE & SOCIAL MEDIA .....	27
CHANGE OF ADDRESS INSTRUCTIONS .....	27
EMERGENCY SCHOOL CLOSINGS.....	27
PARENT TEACHER ORGANIZATION.....	28
SALES AT SCHOOL DURING THE SCHOOL DAY .....	28
SETTLEMENT OF SCHOOL BUSINESS .....	28
LOST AND FOUND.....	28
<b>LIBRARY AND CAFETERIA INFORMATION.....</b>	<b>28</b>
OVERDUE LIBRARY MATERIALS.....	28
DAMAGED OR LOST BOOK .....	29
DEBIT/ID CARDS.....	29
CAFETERIA INFORMATION & PROCEDURES .....	29
<b>SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT.....</b>	<b>30</b>
WHAT IS SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)? .....	30
WHAT ARE THE HABITS OF A BULLDOG NATION?.....	30
GOLDEN PAWPRINTS .....	30
EARN AND LEARN .....	30
BULLDOG BASH .....	30
BULLDOG BASH ELIGIBILITY.....	30
ASSEMBLY PROCEDURES .....	31
DISCIPLINE REFERRALS.....	31
DANCE/ASSEMBLY/ACTIVITY NIGHTS .....	31
<b>STUDENT CONDUCT &amp; DISCIPLINE.....</b>	<b>31</b>
STUDENT RESPONSIBILITIES.....	31
STANDARDS OF DRESS AND GROOMING FOR PUPILS .....	32
DISCIPLINE POLICY .....	32
AFTER SCHOOL DETENTION .....	34

IN-SCHOOL SUSPENSION .....	35
OUT-OF-SCHOOL SUSPENSION .....	35
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	35
<b>INTEGRATED PEST MANAGEMENT.....</b>	<b>36</b>



## **SPECIAL SERVICES**

### **ADMINISTRATION**

Superintendent..... Dr. Brian Ulmer  
Assistant Superintendent..... Dr. Laura Osenbach  
Business Manager..... Mr. Benjamin Enders  
Principal..... Dr. Tara Battaglia  
Assistant Principal..... Mr. Jordan McGregor

### **ATHLETICS**

Athletic Director..... Mr. Bill Mincer

### **CUSTODIAL SERVICE**

Head Building Custodial..... Mrs. Nacoe Biser

### **FOOD SERVICE**

Director..... Ms. Jody Paulhamus  
Head Cook..... Mrs. Heather Brown

### **HEALTH SERVICES**

School Nurses..... Mrs. Judy Morlock and Mrs. Tammy Wheeler  
Speech Therapist..... Mrs. Susan Sechrist

### **LIBRARY SERVICES**

Library/Media Specialist..... Mrs. Katie Wert  
Library/Media Assistant..... Mrs. Donna Askin-Nelson

### **OFFICE PERSONNEL**

Secretary..... Mrs. Beverly Murray  
Secretary..... Mrs. Kristin Petruzzi

### **GUIDANCE DEPARTMENT**

Guidance Counselor..... Mr. Dominick Bragalone  
Guidance Counselor..... Mrs. Mallory Myers

### **SUPPORT STAFF**

Hall Monitor/In-School Suspension Monitor..... Mr. Brian Witner  
Instructional Aide..... Ms. Ashleigh Schreiber  
Instructional Aide..... Mrs. Ruth Toner  
Instructional Aide..... Mrs. Kathy Logue  
Instructional Aide..... Mrs. Lori Stamm  
Instructional Aide..... Ms. Monica Richards  
Instructional Aide..... Mrs. Jennifer Ross  
Instructional Aide..... Mrs. Andrea Decker  
Instructional Aide..... Mrs. Tammy Englert  
Instructional Aide..... Mrs. Tammy Welshans

# MIDDLE SCHOOL INSTRUCTIONAL TEAMS AND DEPARTMENTS

Grade level interdisciplinary teams consist of core academic teachers plus learning support staff. This design of teaming teachers allows for close relationships to be built between teachers and the students assigned to their team. Students and parents are encouraged to talk to any member of their teacher team when they need help with assignments.

Sixth Grade Teams	Orange		Black	
<i>Language Arts</i>	Ms. Makayla Dickey	E103	Mrs. Karen Fausnaught	E116
<i>Social Studies</i>	Mr. Dennis Killion	E104	Mr. Justin Wall	E113
<i>Math</i>	Mrs. Samantha Smith	E101	Mr. Tyson Welshans	E109
<i>Science</i>	Mrs. Jodie Chappel	E110	Mr. Darrin Bischof	E112
<i>Learning Support</i>	Mr. Todd Gunn	E100	Mrs. Becky Sones	E105
<i>Grade-Level Assistant</i>	Ms. Monica Richards	E102	Mrs. Ruth Toner	E111

Seventh Grade Teams	Orange		Black	
<i>Language Arts</i>	Mrs. Katie Brass	E201	Ms. Bryley Miller	E213
<i>Social Studies</i>	Mrs. Erica Wingo	E203	Mr. Matthew Hartman	E216
<i>Math</i>	Mrs. Jenna McGregor	E205	Ms. Krista Callahan	E207
<i>Science</i>	Mrs. Tracy Silvis	E210	Mrs. Ruth LeVan	E212
<i>Learning Support</i>	Ms. Madelyn Matthews	E202	Ms. Madissen Davis	E209
<i>Grade-Level Assistant</i>	Ms. Ashleigh Schreiber	E200	Mrs. Lori Stamm	E211

Eighth Grade Teams	Orange		Black	
<i>Language Arts</i>	Mrs. Nichole Bechdel	A201	Ms. Alexis Kitchen	A207
<i>Social Studies</i>	Mr. Zach Sloan	A203	Mrs. Allyson Cameron	A208
<i>Math</i>	Mr. Keith McCabe	A205	Mr. Collin Glorioso	A209
<i>Science</i>	Mrs. Michelle Moore	B201	Mrs. Angela Haffley	B205
<i>Learning Support</i>	Ms. Madissen Davis	A206	Mrs. Cherity Rinehart	A211
<i>Grade-Level Assistant</i>	Mrs. Kathy Logue	A210	Mrs. Jennifer Ross	A212

Supported Education				
<i>Emotional Support</i>	Mrs. Blair Dincher	A111		
<i>Life Skills Support</i>	Mrs. Haley Enders	A104		
<i>ELA Supplemental Support</i>	Mrs. Becky Sones	A206		
<i>Math Supplemental Support</i>	Mrs. Cherity Rinehart	A211		

Extended Academics					
Business	Mrs. Jan Wasson	D151	Art	Mr. Mike Harvey	A113
Technology Education	Mrs. Heather Reeder	D141/ D143	General Music & Band	Mrs. Brenna Henry	A120
Family & Consumer Science	Mrs. Mary DiFuccia	D133/ D139	Chorus & Guitar	Mr. Daniel Bergman	C103
Physical Education/Health	Mr. Shawn Weaver	Gym	Spanish	Mrs. Debra Bressler	A122
	Miss Aubree Leone	Gym			

Secretaries		
Mrs. Jessica Stabley		Mrs. Kristin Petruzzi
Library	Guidance	Classroom and Student Assistants
Mrs. Katie Wert	Mr. Dominick Bragalone	Mr. Brian Witner - ISS
Mrs. Donna Askins-Nelson	Mrs. Mallory Myers	Mrs. Tammy Welshans - LSS
<b>Certified School Nurse</b>	<b>School Nurse</b>	Mrs. Tammy Englert - LSS
Mrs. Judy Morlock	Mrs. Tammy Wheeler	Ms. Andrea Decker - ESS

## FACULTY/STAFF PHONE EXTENSIONS AND EMAIL

Staff Member	Department	Voice Mail	E-Mail
Tara Battaglia	Principal	20002	tbattaglia@jsasd.org
Nichole Bechdel	Language Arts	21201	nbechdel@jsasd.org
Darrin Bischof	Science	25112	dbischof@jsasd.org
Daniel Bergman	Music	23102	dbergman@jsasd.org
Dominick Bragalone	School Counselor	20119	dbragalone@jsasd.org
Katie Brass	Language Arts	25201	kbrass@jsasd.org
Krista Callahan	Mathematics	25207	kcallahan@jsasd.org
Allyson Cameron	Social Studies	21208	acameron@jsasd.org
Jodie Chappel	Science	25110	jchappel@jsasd.org
Makayla Dickey	English Language Arts	25103	mdickey@jsasd.org
Collin Glorioso	Mathematics	21209	cglorioso@jsasd.org
Haley Enders	Life Skills	21104	henders@jsasd.org
Madissen Davis	Learning Support	21206	madissendavis@jsasd.org
Karen Fausnaught	English Language Arts	25116	kfausnaught@jsasd.org
Jill Flook	Emotional Support	25105	jflook@jsasd.org
Todd Gunn	Learning Support	25100	tgunn@jsasd.org
Angela Haffley	Science	22205	ahaffley@jsasd.org
Matt Hartman	Social Studies	25213	mhartman@jsasd.org
Brenna Henry	MS Band/Instrumental	23106	bhenry@jsasd.org
Kurt Jones	Emotional Support	21111	kjones@jsasd.org
Dennis Killion	Social Studies	25104	dkillion@jsasd.org
Alexis Kitchen	English Language Arts	21207	akitchen@jsasd.org
Aubree Leone	Physical Education	24165	aleone@jsasd.org
Ruth Levan	Science	25212	rlevan@jsasd.org
Madelyn Matthews	Learning Support	25202	mmatthews@jsasd.org
Keith McCabe	Mathematics	21205	kmccabe@jsasd.org
Jenna McGregor	Mathematics	25205	
Jordan McGregor	Assistant Principal	20003	jmcgregor@jsasd.org
Bryley Miller	English Language Arts	25216	bryley.miller@jsasd.org
Michelle Moore	Science	22201	mmoore@jsasd.org
Judy Morlock	Nurse	21114	jmorlock@jsasd.org
Beverly Murray	Office Secretary	20000	bmurray@jsasd.org
Mallory Myers	Guidance Counselor	20007	myers@jsasd.org
Kristin Petruzzi	Office Secretary	20001	kpetruzzi@jsasd.org
Heather Reeder	Technology Education	21141	hreeder@jsasd.org
Cherity Rinehart	Learning Support	21211	crinehart@jsasd.org
Tracy Silvis	Science	25210	tsilvis@jsasd.org
Zach Sloan	Social Studies	21203	zsloan@jsasd.org
Samantha Smith	Mathematics	25101	ssmith@jsasd.org
Justin Wall	Social Studies	25113	jwall@jsasd.org
Jan Wasson	Business	24151	jwasson@jsasd.org
Shawn Weaver	Physical Education	24115	sweaver@jsasd.org
Tyson Welshans	Mathematics	25109	twelshans@jsasd.org
Katie Wert	Library	24006	kwert@jsasd.org
Erica Wingo	Social Studies	25203	ewingo@jsasd.org
Brian Witner	ISS	21118	bwitner@jsasd.org

## JSASD Policy Reference Chart

The following quick-reference chart provides information on the policies available on the district's website at [www.jsasd.org](http://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
236.1	Threat Assessment
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/Asst. 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
621	Local Taxpayer Bill of Rights
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
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
827	Conflict of Interest
830	Security of Computerized Personal Information/Breach Notification
901	Public Relations Objectives
904	Public Attendance at School Events
906	Public Complaint Procedures
916	Volunteers
918	Title I Parent and Family Engagement
Safe2Say Something Procedures (attached to Policy 805)	



## COMMUNICATIONS FLOW CHART – 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	<a href="#">Athletic Director</a>	Building Principal	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Attendance	Building Secretary	Attendance Officer	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>
Bus Discipline	School Bus Driver	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Bus Driver	School Bus Driver	Bus Company	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Business Office	<a href="#">District Office Secretary</a>	<a href="#">Business Administrator</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Classroom Management	Classroom Teacher	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Curriculum/Instruction	Classroom Teacher	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Custodial	Head Custodian	<a href="#">Maintenance Secretary</a>	<a href="#">Director of Maintenance</a>	<a href="#">Business Administrator</a>	<a href="#">Superintendent</a>
JSOL Cyber Enrollment	<a href="#">Guidance Counselor</a>	<a href="#">District Office Secretary</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Discipline	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Facilities Request	Building Secretary	<a href="#">Maintenance Secretary</a>	<a href="#">Director of Maintenance</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Food Service	<a href="#">Food Service Director</a>	<a href="#">Business Administrator</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Guidance	Guidance Counselor	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Health Services	<a href="#">Nurse</a>	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Human Resources	<a href="#">HR Secretary</a>	<a href="#">Business Administrator</a>	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Maintenance	<a href="#">Maintenance Secretary</a>	<a href="#">Director of Maintenances</a>	<a href="#">Business Administrator</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Safety & Security	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Social Media (In School)	<a href="#">Guidance</a>	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Social Media (Out of school)	Contact Local Law Enforcement				
Special Education	Special Ed. Teacher	Building Principal	<a href="#">Director of Pupil Services</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
State Assessments	<a href="#">Guidance Counselor</a>	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Student Concern	Classroom Teacher/ <a href="#">Guidance Counselor</a>	Building Principal	<a href="#">Assistant Superintendent/ Director of Pupil Services</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Student Registration	<a href="#">Central Registration Secretary</a>	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Student Transfers & Withdrawals	Building Secretary	<a href="#">Central Registration Secretary</a>	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>
Tax Collection	<a href="#">District Office Secretary</a>	<a href="#">Business Administrator</a>	<a href="#">Superintendent</a>	<a href="#">Board of Directors</a>	
Technology	Classroom Teacher	Building Principal	<a href="#">Director of Technology</a>	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>
Transcripts & Working	<a href="#">Guidance Secretary</a>	<a href="#">Guidance Counselor</a>	Building Principal	<a href="#">Assistant Superintendent</a>	<a href="#">Superintendent</a>

# SCHEDULING and ENROLLMENT

## JSAMS Building Schedule 2025-26

Time	6th grade	7th Grade	8th Grade
8:00-8:30	Homeroom	Homeroom	Homeroom
8:30-8:35	Announcements	Announcements	Announcements
8:35-8:50	Section 1	Section 1	Section 1
8:50-9:05			
9:05-9:20			
9:20-9:35			
9:35-9:50	Extended Academics	Section 2	Section 2
9:50-10:05			
10:05-10:20			
10:20-10:35			
10:35-10:50	PLT	PLT	PLT
10:50-11:05	Section 2	COME ALIVE/WW	Enrichment/WW
11:05-11:20		Lunch	Section 3
11:20-11:35			
11:35-11:50		Section 3	
11:50-12:05	Lunch		
12:05-12:10	COME ALIVE/WW	Section 3	Lunch
12:10-12:35			
12:35-12:50			Section 4
12:50-1:05			
1:05-1:20	Section 3	Extended Academics	Section 4
1:20-1:35			
1:35-1:50			
1:50-2:05			
2:05-2:20	Section 4	Section 4	Extended Academics
2:20-2:35			
2:35-2:50			
2:50-3:05			
3:05-3:20	SSR/Study Hall	SSR/Study Hall	SSR/Study Hall

### ARRIVAL AND DISMISSAL TIMES

Bus students may enter the side of the building at 7:45 AM by the music wing. Car riders and walkers will not be permitted entry through the gym entrance until 8:00 AM. Breakfast is served from 7:45 to 8:25. If students are eating breakfast, they must report directly to the cafeteria immediately upon entry of the building. The staggered dismissal process begins at 3:20 PM.

### SCHEDULE CHANGES

The teacher teams and principals may change student schedules at any time. The teachers may call or meet with families to discuss how the student will have a better understanding of course content if there is a schedule change. Student schedules may be changed at any time throughout the school year.

### HOMEBOUND INSTRUCTION

Homebound instruction can be provided free of charge for students who are absent from school because of serious illness, operations, or mental health conditions. The middle school adheres to JSASD Policy 117: Homebound Instruction for making determinations for providing this service. This service can be initiated by contacting the guidance office at 570-398-0253.

### WITHDRAWING FROM SCHOOL

When school is in session for students, parents or guardians should report to the school office where their child is enrolled to withdraw the student. The school will have a set of procedures to follow to complete the withdrawal process. When schools are on summer break, parents should report to the district administration building's central registration office between 8:00 am and 3:30 pm. The central registration contact number is 570-398-5253.

# ACADEMIC INFORMATION

## MIDDLE SCHOOL COURSES

Middle School students' schedules have core academic courses and extended academic courses. Our core academic classes are Mathematics, Social Studies, Science, English Language Arts. The extended academic classes for 6th grade are Band, Chorus, General Music, Art, Health and Physical Education, Business Education, and Technology Education. The extended academic classes for 7th and 8th grade include the same as 6th grade, with the addition of Family and Consumer Sciences, Guitar, and Spanish for 8<sup>th</sup> grade.

## POLICY 105.1

School Board Policy 105.1 ensures that parents and 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](http://www.jsasd.org). All school district policies can be found within the Administration tab or under BoardDocs.

## MOVIE PROCEDURE

Teachers at the middle school level are permitted to show G, PG, and PG-13 rated movies to illustrate certain classroom concepts. Teachers will carefully review the film segments or movies before showing the film to ensure that it does not contain excessive inappropriate language or sexual content of an offensive nature. Parents and guardians have the option to request that their children not view films. If you wish to submit such a request, please communicate your request in writing to the building principal.

## ACADEMIC PROGRESS & ONLINE ACCESS

At any point during a student's enrollment, both the student and parent or guardian can access the Focus Parent Portal to find information about assignments and grades from each student's teachers. There is a link to the Focus Parent Portal on our school district's website, [www.jsasd.org](http://www.jsasd.org). Students and parents or guardians who are new to the Middle School will receive a letter explaining how to create an account and check grades. Parents need an active email address to register for the MMS Parent Portal. If assistance is needed in setting this up, please call the Technology Department at 570-398-5251.

## REPORT CARDS

For grading purposes, our school is divided into four nine-week marking periods. Report cards are posted on the Focus Parent Portal at the end of each nine-week period. The grading scale is:

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

If there are any questions concerning any grades, do not hesitate to consult your student's teacher(s).

## FINAL GRADES

Final Grade Calculation of full year classes is determined by calculating the average of all four quarters' grades. Classes that meet less than four full marking periods will be calculated by adding up and dividing the sum by the appropriate number of marking periods.

## ACADEMIC PROGRESS REPORTS

Academic progress reports may be sent to the parents of students who are failing subjects or not working up to their potential at any time to inform both parents and the student that there are deficiencies. It is hoped that the student will work hard during the balance of the marking period to improve and earn passing grades by the end of the marking period. If at any time there is a question or concern about a student's academic progress, a parent-

teacher conference can be arranged by contacting a team teacher or the Guidance Office at 570-398-0253.

## **HOMEWORK**

### **POLICY NO. 130**

The Jersey shore Area School District supports and encourages the assignment of homework to enhance the learning process. School District Policy No. 130 defines homework as any work assigned or approved by the teacher to be completed by the student outside of the regular classroom. More specifically, it is any assignment or approved project, which can or should be done at home, during a study period, in the library, in the computer laboratory, or in whatever environment is appropriate to complete the assignment or project. We strongly believe that homework assignments are an essential part of the total development of each student and should be based on the needs, capabilities, and interests of the student. It is our expectation that homework assignments be related to and enhance classroom activities. The teacher-teams will instruct students in grade specific expectations. 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.

### **OBJECTIVES:**

- To reinforce and expand knowledge, skills, and attitudes learned in the classroom.
- To foster a sense of accomplishment and self-esteem.
- To further develop efficient study skills and good work habits.
- To encourage independent inquiry, curiosity, and creativity.
- To develop individual responsibility, initiative, and self-direction by completing assignments or projects neatly, punctually, and thoroughly.
- To "pull together" previous classroom instruction and/or prepare for subsequent classroom instruction.
- To encourage the carry-over of school knowledge into students' out of school environment.
- To enhance communication between home and school.
- To improve the understanding of the curriculum throughout the entire school year.

### **ROLE OF STUDENT**

- Make certain he/she understands the assignment, its purpose, when it is due, how to do it, and in what form it is to be submitted.
- Consult with his/her teacher regarding any uncertainty about an assignment.
- Budget his/her time so that he/she has sufficient opportunity to complete both short- and long-term assignments on schedule.
- Take advantage of time and resources provided by the school for his/her individual use.
- Distinguish between written work (problem solving, composition, etc.) and other modes of study (reading, familiarizing, memorizing, reviewing, etc.).
- Be prepared to participate in every class he/she attends.
- Analyze his/her study habits and take advantage of available help in developing his/her study skills.

### **HOW CAN FAMILIES HELP WITH HOMEWORK?**

- Provide a quiet, well-lit study environment for the student.
- Supply the necessary basic materials.
- Help the student to understand the importance and value of the various types of homework.
- Assist in the development of a satisfactory study schedule.
- Show interest in each student's homework.
- Provide ongoing support and encouragement.
- Motivate the child to do his/her best work and complete all assignments.
- Accept each child's own best work and avoid undue comparison with that of other children.
- Check teachers' Schoology pages to see the lesson plans and any long-term project plans plus test dates.
- Contact teachers to clarify homework practices and expectations.
- Inform the school if special problems arise causing difficulty with homework and project completion.



## **HOW WILL THE TEACHERS HELP WITH HOMEWORK?**

- Prepare the students for homework, taking into consideration their levels of achievement.
- Make the assignments meaningful and further develop students' skills.
- Assign homework that takes into account individual differences and provides for student success.
- Provide homework in amounts that are considerate of other subject areas, extracurricular, and leisure activities.
- Keep lesson plans up to date online for student reference.
- Present the assignments clearly.
- State objectives of the homework and tie them to the objectives of the course.
- Check and evaluate homework so as to acknowledge, encourage, and reinforce learning.
- Clearly explain how the homework will be evaluated.
- Be aware of study materials available to the students.
- Motivate the child to do his/her best work and complete all assignments.
- Provide ongoing support and encouragement.

## **WHAT IF THE STUDENT MISSES AN ASSIGNMENT?**

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

- 1 day lawful absence/suspension = 1 day
- 2 days lawful absence/suspension = 2 days
- 3 days lawful absence/suspension = 3 days
- 5 days or more lawful absence/suspension = 5 days

Following a period of illegal or unexcused absence, students will be permitted to do makeup work. Students will receive a reduction in points for the assignments missed during the period of illegal or unexcused absence(s).

Certain teams may decide to issue a detention after three missed homework assignments per marking period.

## **GUIDANCE SERVICES**

### **COUNSELING**

A professional school counselor is available to assist our middle school students. The school counselor's primary duty is to help students with academic, personal, and social problems.

Any student may make an appointment to talk with a guidance counselor. Counseling is private and confidential. However, in dangerous or crisis situations affecting student safety, information will be shared immediately. In addition, a student and counselor may agree to disclose information for the benefit of the student.

The guidance counselors also aid parents, faculty, and administration to understand the student better. Parents/guardians are urged to contact our counselors at 570 398-0253 to discuss their child's progress or problems. Referrals for counseling or other assistance outside the school may be discussed with the guidance counselor.

### **THE STUDENT ASSISTANCE PROGRAM (SAP) POLICY NO. 236**

The basic purpose of the Student Assistance Program (SAP) team at Jersey Shore Area Middle School is to help students whose behavior or problems are keeping them from learning in school. The team is committed to identifying students who may be at risk and getting them the help that they need. The team will evaluate students referred from any source. SAP is a confidential way for students to get help with school issues, home concerns, sadness and depression, social problems, and alcohol and drug use. It is not a counseling or a treatment program.

Instead, the team recommends appropriate school and community services. SAP referral forms are available outside the guidance office. Completed forms can be placed in the SAP mailbox, which is also located outside the

guidance office. Families wishing to make a referral can also reach out to our counselors through email.

## **GRADING INFORMATION**

### **HONOR ROLL LIST**

Honor Roll Lists are published four times during the school year and once after the conclusion of the school year. If a student attains an overall grade average of 94% and a “B” (86% - 93%) or better average in all subjects, he/she will achieve the status of Distinguished Honor Roll. To earn the status of Honor Roll, a student must have attained an overall grade average of 90% and a “C” (78% - 85%) or better average in all subjects. Averages are calculated by a formula that takes into consideration the length of the course, the grade earned and how much of the course is completed at the time the grade is issued.

### **ACADEMIC ELIGIBILITY FOR ATHLETES**

Any students who participated in interscholastic athletics must adhere to PIAA rules. Academically, a student must pass all classes weekly with a 70% or higher. Academic eligibility is reported on Friday at 3pm. See athletics tab on district website for further guidance.

### **PROMOTION GUIDELINES**

The district recognizes that the academic, social, emotional and physical growth of students will vary. Students will be placed in an educational environment appropriate to their needs. To ensure success, instruction will be aligned to meet the needs of individual students. At the Middle School, the Personalized Learning Time is designed to specifically address this.

Promotion of a student will be determined by the student’s achievement, progress, and potential for success during the next school year.

Recommendations of district staff including, but not limited to, the teacher-team and building principals will also be considered.

### **ACCELERATION**

The district will assist students so they may progress academically and in accordance with demonstrated progress. Provisions for individual differences should occur within each grade level. It may be appropriate to advance a student to the next grade level subject and/or grade. A student may be eligible for grade acceleration upon the recommendations of a team to include at a minimum administrator(s), teacher(s), parent/guardian(s).

The following criteria will be considered upon the recommendation of student acceleration:

- Level of academic achievement, particularly the mastery of standardized test scores, local criterion-referenced test results, progress reports, etc.
- Attitude, work habits, study skills.
- Ability to successfully perform and function at the higher subject/grade level.
- Social, emotional, and physical maturity.
- Potential long-range benefits and diagnosis for student.
- Suitability of the educational program in relation to the student’s needs.

### **RETENTION**

It is not recommended that students repeat grades; however, there are times when a student may benefit from such action. Retention of a student will only be considered after all other options have been exhausted.

In general, factors to be considered in retention of students include:

1. Achievement/Performance
2. Attendance.
3. Chronological Age
4. Social, emotional, and physical development.
5. Previous retention.

To promote the cooperation of the home and school and help each student achieve success, parents/guardians will be notified as early as possible if a student is not making adequate progress in any area.

Families are encouraged to consistently monitor student progress using resources like:

- FOCUS
- Schoology
- District Web page
- Email
- Phone
- Conferencing

***As a reminder, all in-person meetings require an appointment. Please call 570-398-7400 to set up an appointment.***

## **ATTENDANCE SERVICES**

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.

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

The 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 the law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate 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:

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 provide 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. Non-school-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. College or postsecondary visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absences, as well as circumstances related to homelessness and foster care.

**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).**

### **COMPULSORY ATTENDANCE**

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home. 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.

**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 who are 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.



## **COMPULSORY ATTENDANCE PA CODE: 24 P.S. 13-1327**

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. The Compulsory Attendance Law can be found at: [www.portal.state.pa.us](http://www.portal.state.pa.us).

## **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 one (1) academic 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 appears 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 & PARTIAL DAY ABSENCES**

An explanation 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

Tardiness, either by itself or combined with other unlawful absences, that exceeds the limits specified shall result in the student being classified as a habitual truant and subject to prosecution.

If an excessive amount of tardies occur, it could result in the child being charged with an illegal absence as well as another school consequence.

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

## **SCHOOL ATTENDANCE IMPROVEMENT**

- Unexcused absences- families will be contacted through the One Call system with notification of absences
- 3 unexcused/unlawful absences- The School Based Outreach Worker and/or building administrator will make contact to set up an Attendance Improvement Conference (AIC).
- Families will receive written notice within 10 school days of the third absence.

Families will receive a letter confirming the date and time of the AIC.

**In accordance with Pennsylvania Truancy Law, students with SIX (6) or more unexcused/unlawful absences are subject to the following:**

If under 15, the school must refer to the child to either:

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

If 15 or older, the school must either:

- Refer the child to a school-based or community-based attendance improvement program
- File a citation against the student or parent(s) in magisterial district court.
- If the child incurs additional absences after a school refers that child to an attendance improvement plan or refuses to participate in an attendance improvement program, the school may refer the child to local CYS agency for possible disposition as a dependent child.

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

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.

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

## **PARTICIPATION AND ATTENDANCE AT SPORTS AND EXTRA CURRICULAR ACTIVITIES**

A full day of attendance will be required for participation or attendance at after-school offerings. Students arriving to school after 8:30 a.m. or leaving before the end of the school day at 3:15 p.m., without a doctor's excuse, will not be permitted to participate in or attend any sports event, sports practice, or extracurricular school activities during the date of the absence.

## **SCHOOL OPERATIONS INFORMATION**

### **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](http://www.jsasd.org)

### **SCHOOL OFFICE SERVICES**

While students are not permitted to use their cell phones during the school day, we understand there are times when contact with families is needed.

their parents or guardians. Please cooperate by observing the following:

- Come to the office after getting permission to leave class or lunch, signing out of that location before leaving.
- Come to the office only on business.
- Enter the office quietly and wait until the secretary is free to attend to your needs.

## **VISITORS**

**We require all visitors to make an appointment to enter the building.** Please refer to Policy 907 for further updates per our Health & Safety Plan.

## **ARRIVAL AT SCHOOL**

Bus students should arrive at the middle school no earlier than 7:45 A.M. Students will enter through entrance F prior to entering the auditorium. Students who are participating in the breakfast program will be allowed in the cafeteria starting at 7:45 A.M but must report immediately upon entry. All other students will be permitted to enter via the gym entrance at 8:00 A.M. Those arriving after 8:25 A.M. enter through the main entrance doors and report directly to the office.

## **DISMISSAL FROM SCHOOL**

Students are dismissed from school through a staggered process beginning at 3:20 P.M. following the announcements. Students who ride a school bus report either directly to their bus, or to the auditorium dependent upon the order buses arrive. Buses pick up students in front of the middle school. Students who walk or are picked up leave via their assigned exit (either gym or main entrance) and proceed to the crossing guard to cross the street. Only district personnel are permitted on school property at dismissal. If a Middle School student is to go home in a manner that is different from the norm (bus vs. walk, pickup vs. bus, etc.) parents or guardians are not required to notify the office. When possible, please make transportation changes in the morning before students leave for school. If a change is necessary after students have left for the day, please call notify the office, and we will notify your student. Please see the handbook section on Bus Policy Rules and Regulations for more information.

## **DRIVING STUDENTS TO/FROM SCHOOL**

For the safety of the Middle School students, traffic and crosswalk patterns have been established in the front of the Middle School. The preferred drop off is in the front loop of the building, after 8am. This allows students to enter by the gym doors when they arrive. Busses drop students off at the side entrance, where a staff member will let them into the building. The preferred pick up spot is from the borough lot across from the school. This keeps vehicles from interfering with the school bus pickup, which is the semi-circle lot in front of the school. When using the borough lot for drop-offs or pickups, students can then use the crosswalks and follow the direction of the crossing guard to safely cross Thompson Street.

Drivers, please note that motor vehicle traffic is expected to stop on both Thompson Street and McCanna Drive (and not turn from Thompson on to McCanna) when the crossing guard is displaying the STOP signs and students are in the crosswalk on either of the streets identified.

Students are expected to wait for and follow the directions of the crossing guard. Remember to always use the crosswalk when crossing Thompson Street or McCanna Drive, especially when the crossing guard is present. Additionally, when walking on or along McCanna Drive, walk on the path and not on the road.

## **BUS POLICY RULES AND REGULATIONS**

Bus riding is a privilege. For safety and convenience, all students must comply with the Transportation rules set forth in the Jersey Shore Area School District Policy No. 810, Transportation. The following information is an excerpt from that policy and is intended to explain the rules and regulations for students riding school buses. Additionally, students are subject to all rules and regulations listed in their school building's handbook, whether listed in this policy or not.

- Students are to be in the place designated, both morning and afternoon, ready to board the bus on time and must leave the bus at the designated stop.
- Students must stand back from the roadway in an orderly line and wait until the bus has come to a full stop before entering the roadway to board the bus; students must wait for the bus to come to a full stop before leaving seats to leave the bus. Students must take their assigned seats as soon as they board the bus.
- Students must keep their hands and head inside the bus.
- Students must conduct themselves properly
- Students must never bother the driver while the bus is in motion.
- Students must cooperate with the driver.
- Students must obey the driver and report promptly to the principal when instructed to do so by the driver.
- Students should keep track of personal property.
- Students must not damage a bus; compensation for damages will be charged to the student(s).
- Students may not eat on the bus (Pennsylvania law).
- Students may not possess or use tobacco in any form on the bus.
- Students may not engage in loud talking, fighting, pushing or shoving, throwing anything or moving from one seat to another (unless instructed to do so by the driver) on the bus.
- Students may not bring or use radios or tape recorders of any kind on the buses unless written permission has been granted by their principal to bring, but not to use, such devices to school for a special purpose.
- 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.
- Students may not bring water pistols or any spraying devices on the bus.
- Students may not light matches or lighters on the bus.
- Students may not bring or use alcoholic beverages on the bus. Narcotics of any kind are also forbidden, as are weapons of any nature.
- Students must warn the driver of approaching danger, if the driver is unaware of the danger.
- Students should help smaller children.

## **CHANGING BUSES**

Changing bus assignments is prohibited. No student is permitted to ride another student's bus unless the situation is deemed an emergency and written approval is granted by the building administration. 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 by writing a note or making a phone call to the school office to be assured a seat is available since many buses are loaded to capacity.

If students have been assigned to the wrong stop, either through error or they moved, etc. then families need to contact Dr. Laura Osenbach, Assistant Superintendent, at 570-398-1566, for the correct information. She will change their records and have them assigned to the correct bus and stop.

If the students or parent requests a different stop for childcare reasons, the parent needs to complete the "Request for Special Busing Form." This form needs to be approved by the building principal and Dr. Osenbach. These requests are usually approved if there is room on the bus, and the change requested happens every day. Only students eligible for busing can ride the bus.

It is not permissible to change buses or stops in order to go to the home of a friend. We are responsible for transportation to and from the home. There are of course emergencies that arise when we relax these rules, but that is after we have considered the situation seriously. Capricious requests by a student or even a parent to have the student ride a different bus or get off at another stop so he/she can hang out with a friend will not be approved.

## **DISCIPLINARY PROCEDURES FOR BUS INFRACTIONS**

A state-of-the-art security system is in place on all buses to protect students, staff, and the bus equipment. This system utilizes cameras that can record both audio and video throughout the ride. Video archives are kept for several weeks. If something has occurred that needs reviewed, please utilize the chain of command and notify the appropriate individual with the date, time, and location of the incident.

Any student causing disorder on the school bus will be reported by the driver to the student's building principal. The principal will work cooperatively with families, 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 action(s). Parents will be notified when students fail to comply, and repeated violations may result in suspension of the privilege of riding buses.

There are three (3) categories of bus misconduct, each of which has specific disciplinary consequences.

### **CATEGORY I**

Students who have committed acts of misbehavior including pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against the driver's orders, putting arms or heads out of window, refusing to identify himself to the bus driver, or other similar offenses are subject to the following penalties:

- First Offense – A warning letter is sent to the parents.
- Second Offense – Suspension of bus riding privileges for three (3) school days.
- Third Offense – Suspension of riding privileges for fifteen (15) days.

### **CATEGORY II**

Students who have been fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses will be subject to the penalties that follow:

- First Offense – Suspension of riding privileges for three (3) school days.
- Second Offense – Suspension of riding privileges for thirty (30) school days with a review following.
- Third Offense – Suspension of riding privileges for remainder of year with a review each thirty (30) school days.

### **CATEGORY III**

Students who have been hitting or pushing the bus driver, throwing objects at the bus driver when he is on or off the bus, or committing other similar offenses are subject to the following penalty: Immediate suspension of riding privileges with a review after thirty (30) school days.

## **SCHOOL HEALTH SERVICES**

### **ILLNESS AND INJURY DURING THE SCHOOL DAY**

If students become injured or ill during the school day, they should request permission to go to the nurse's office. Our nurse will determine whether students' illness or injuries requires them to leave school or if they may return to class. The nurse will make all arrangements for students to leave school due to illness or injury.

We encourage students that are ill before school to stay home. Situations in which students should stay home include:

- Fever over 100 degrees in past 24 hours
  - May return to school once fever free for 24 hours without medication
- Vomiting or diarrhea in past 24 hours
  - May return to school once free from vomiting/diarrhea for 24 hours without medication
- Redness with drainage from eyes
- Persistent coughing
- Unidentified rash

It is essential that families provide up-to-date contact information on emergency cards so they can be reached if students become ill or injured. If any information changes, please inform the school in writing or contact the main 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. The school nurse can administer acetaminophen, ibuprofen, antacids, and cough drops with signed permission on annual emergency cards. Other over-the-counter medications and treatments such as cough and cold medications, ointments, and allergy medications require a physician's order. Any student who carries an inhaler or EpiPen must have a physician's order 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 administered, 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 the proper name of the medication, dosage, route, and time to be given. **The prescription on the bottle is not enough information for the nurse to give the medication. A written doctor's order is required.**

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

### **STOCK EPINEPHRINE PROTOCOL**

Due to the increasing number of severe allergic reactions requiring the use of epinephrine, a new law was passed (**School Access to Emergency Epinephrine Act 195 of 2014**) which allows public schools to stock epinephrine autoinjectors 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.

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

### **HEALTH RECORDS**

The district shall maintain a health record for each student that includes a record of immunizations and the result of tests, measurements, regularly scheduled examinations and special examinations. All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian.

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall also respond to such requests for health records of students transferring from our school to other schools. The district shall destroy student health records after the student has not been enrolled in our schools for at least two (2) years.

### **COMMUNICABLE DISEASES**

Any students who have been diagnosed by a physician or are suspected of having a disease by the school nurse



may be excluded from school for the period indicated by regulations of the Department of Health. The school nurse shall report the presence of suspected communicable disease to the appropriate local health authority. Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

### **HEAD LICE**

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

Students should be reminded not to share brushes or hats. It is the parent's responsibility to check their children's hair for lice. Teachers will send students to the nurse for a head check if frequent itching is noticed. Any student found to have lice/multiple nits may be excluded from school. Parents/legal guardians of any student found to have lice/nits will be contacted in order to have the child picked up from school. The student may be excluded from class until treatment for lice has been successful in removing lice/nits. All students must return to school within 48 hours of exclusion to be checked by the school nurse. If a student does not return to school within 48 hours, additional absences will be considered unexcused and subject to fines per the attendance policy. The student must be brought to school by an adult and have his/her head checked by the school nurse prior to entering class.

## **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 (42U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held.

In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

### **DEFINITION OF HOMELESS**

- Children who lack a fixed, regular, and adequate nighttime 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 meet the definition of homeless and not in the physical

custody of a parent or guardian.

## **RESIDENCY AND EDUCATIONAL RIGHTS**

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

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

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

For additional information, contact Mrs. Maria Pierce at 570.398.5250 x71280.

## **COMMUNICATIONS**

### **ONE CALL NOW**

This on-line service sends important messages and provides attendance and cafeteria account information to families. Parents/guardians are encouraged to contact the school office(s) where their children are enrolled, if any of their contact information changes.

### **WEBSITE & SOCIAL MEDIA**

The Middle School utilizes our school website and various social media to send out communications about the happenings within our building. Be sure to check on the middle school web page at [www.jsasd.org](http://www.jsasd.org) or visit us on Facebook.

### **CHANGE OF ADDRESS INSTRUCTIONS**

It is extremely important that we have up to date parent/guardian contact information on all of our students. Not only is it important for informing parents/guardians regarding a student's academic achievement, but it is critical should there be any medical or other emergencies that happen at the school that involve the child. Please contact our central office at 570-398-5253 in order to update address or contact information.

### **EMERGENCY SCHOOL CLOSINGS**

On days of severe weather, we ask you NOT to call radio or television stations, teachers, administrators, or the school. School closing information can be found on local radio and television stations and on the school district website at [www.jsasd.org](http://www.jsasd.org). In addition, One Call Now will send automated messages about school closing to families. Parent contact is normally made to the first contact's primary phone number and e-mail.

However, by registering with One Call Now, parents/ guardians can choose where and how automated messages are received. Parents/guardians are strongly encouraged to register as many phone numbers and e-mail addresses

as they wish by going to the district website [www.jsasd.org](http://www.jsasd.org) and clicking on One Call Now, along the left side.

In the event of an emergency school closing, parents who have registered with One Call Now are contacted at all the phone numbers they requested, including work numbers, cell phone numbers, and home phone numbers. If any of the primary contact numbers change, parents/guardians should contact the school office(s) where their children are enrolled.

### **PARENT TEACHER ORGANIZATION**

The middle school PTO is seeking parents who want to be involved with the Bulldog Bash Events throughout the year that benefit students in grades 6, 7 and 8.

The PTO is always looking for volunteers. The membership campaign is kicked off each year at the middle school orientations. All parents and guardians are invited to join this organization. PTO meets on the first Tuesday of the month at 7:00 P.M. in room A102 of the middle school or virtually via TEAMS. The dates are on the Middle School home page.

If you are interested in getting involved or would like more information, please contact Angela Waldman, PTO President, via [jsamspto@gmail.com](mailto:jsamspto@gmail.com) or via Facebook: @Jersey Shore Area Middle School PTO.

### **SALES AT SCHOOL DURING THE SCHOOL DAY**

ONLY Jersey Shore Area Middle School organizations are allowed to conduct sales in school.

- Pre-approval must be obtained from a principal.
- There will be only one sale conducted at a designated time.
- Date(s) for sales will be assigned to the organization conducting the sale.

Sales are not permitted in the hall during the change of classes.

Sales in the classroom will not be allowed without prior approval from a principal.

### **SETTLEMENT OF SCHOOL BUSINESS**

At the close of the school term or when a student withdraws from the school, all textbooks and other school property must be returned and all business matters with the school must be fully settled. Failure to do so will result in the withholding of report cards until a satisfactory settlement is made.

### **LOST AND FOUND**

Students lose or misplace things occasionally at the middle school. If you are missing items, retrace your steps and then check the following locations for your belongings:

- General lost and found clothing items like coats and sweatshirts are kept on a table by the bathrooms in the D-Wing, easily accessible to students. Please note for health and safety purposes items will be disposed of after a month.
- Gym clothing and bags that are not placed in a locker are collected and placed on the Lost and Found table.
- Jewelry, glasses, electronics, and other items of value are typically turned into the main office. Please check with the main office for items of this nature.
- Books and notebooks are typically found in classrooms, usually where they were left. Please check all your classrooms first.

## **LIBRARY AND CAFETERIA INFORMATION**

### **OVERDUE LIBRARY MATERIALS**

The middle school library has a wonderful collection of books and resources. Students are encouraged to sign out library materials with their ID/Debit cards. All materials should be returned in a timely manner. Failing to do so and having overdue library materials may result in a discipline referral and subsequent after-school detention.

## **DAMAGED OR LOST BOOK**

Students will be charged the full replacement cost for all damaged or lost library books. The following assessment will be used when students are required to make restitution for damaged or lost textbooks:

- 1 yr old textbook– original cost less 10%
- 2 yr old textbook – original cost less 20%
- 3 yr old textbook – original cost less 30%
- 4 yr old textbook – original cost less 40%
- 5+ yr old textbook – original cost less 50%

*If restitution is not made for damaged or lost books, report cards, diplomas, and transcripts will be held. As stated in the **Jersey Shore Area School District Policy No. 224 Care of School Property**, students who willfully cause damage to school property shall be subject to disciplinary measures.*

## **DEBIT/ID CARDS**

Students enrolled in the Jersey Shore Area Middle School are required to have their debit/ID card with them throughout the school day. Students are required to use their debit/ID cards to purchase food from the cafeteria, for entry into school dances, and to borrow books from the library. The debit/ID 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.

## **WHAT IF I LOSE MY DEBIT/ID CARD?**

If you lose your debit/ID card, tell a secretary in the school office immediately. To stop use of the card, the food service department can deactivate the lost card. A new debit/ID card can be purchased for \$5 in the main office. Replacement cards that are ordered first thing in the morning are usually ready for students to pickup before lunch the following day.

## **HOW WILL I DEPOSIT MONEY INTO MY ACCOUNT?**

Deposits should be made in the mornings by turning in completed deposit slips with your money or a check made payable to “JSASD Food Services” to the cafeteria cashier or to your homeroom teacher. Deposits are not allowed when students are in the lunch line. Handling one student’s payment on an account is time consuming and will delay others from being served.

## **CAN I STILL USE CASH?**

Yes, cash will still be accepted. However, the student must also present a completed deposit slip along with the money and change will not be given. All remaining monies will be deposited into the account. Because this process can hold up the entire serving line, students using cash are encouraged to take care of the deposit during homeroom and prior to the lunch period.

## **HOW WILL I KNOW THE BALANCE OF MY ACCOUNT?**

You will be able to see the balance in your account every time a transaction is made. The cashier will inform you when your account balance reaches \$5 or below. You will need to tell your parents/guardians when it is time to add money to your account. An account history can be printed for you to take home. A request for an account history can be made in the office.

## **CAFETERIA INFORMATION & PROCEDURES**

At the Jersey Shore Area Middle School, The Nutrition Group manages the food services. Students who are participating in the breakfast program will be allowed in the cafeteria starting at 7:45 A.M. After eating their breakfast, cleaning up their seating area, and returning their tray to the dish room, students are to report promptly to their homerooms or the auditorium if it is prior to 8:00 a.m.

Our lunch periods are closed, which means students may not leave over lunch. Visitors are not allowed into the cafeteria during the lunch period to visit with students or staff.

Menus are available on the district website at [www.jsasd.org](http://www.jsasd.org) under the Information Channel.

**Charging meals** is discouraged.

- If meals are charged, repayment should takeplace the following school day.
- Students may ask the cashier for an account balance any time when purchasing food in thecafeteria
- Parents/guardians may request an account history of their child’s purchases and depositsinto the account.

A request for a student’s meal account history canbe made by calling the admin office at 570 398-5061.

All outside food and beverages (besides water) brought to school must be stored in a student’s lunchbox or locker until it is time to report to the cafeteria. Open containers of food or beverages are not permitted to leave the cafeteria unless they can be resealed and/or placed inside a student’s lunchbox.

To promote student health, safety, and academic focus, the consumption of energy drinks is strongly discouraged during the school day. These beverages often contain high levels of caffeine and sugar, which can negatively affect concentration, behavior, and overall well-being. Students are encouraged to choose water, milk, or other nutritious beverages to stay hydrated and energized. Energy drinks may be confiscated if brought to school.

**SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT**

**WHAT IS SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)?**

Pennsylvania Department of Education advocates for use of school-designed proactive, positive behavior expectations. Elementary schools teach school-appropriate behavior through their BARK program. Teachers and staff created lists of Universally Expected Behaviors (UEBs), behavior protocols for students to learn good conduct and citizenship. At the beginning of the school year, the expected behaviors are re-taught to students with a few variations appropriate to Middle School conduct, such as staying to the right in hallways when grade levels are going two different directions in the same hall.

**WHAT ARE THE HABITS OF A BULLDOG NATION?**

At the Middle School, we instill five core habits in our students in order to help them be at their best and make the people around them better.

**GOLDEN PAWPRINTS**

Adults who work in the school will give one to a student they witness demonstrating any of our Habits. The tickets are entered into a weekly drawing and a communication will be sent home explaining what their student received and why. Praising students is a great way to teach strong Habits of a Bulldog Nation!

**EARN AND LEARN**

At the end of each marking period, nominated students might have the opportunity to learn and engage in activities through the High School CTE program (sponsored by local businesses and district clubs). Students are awarded this recognition for exemplifying our Habits on a consistent basis.

**BULLDOG BASH**

Bulldog bashes are quarterly events to celebrate our student body that is meeting and/or exceeding the expectations set forth in our Habits of a Bulldog Nation. Bulldog Bashes are focused on celebrating exemplary student behavior. These events are created to reinforce positive behavior and bring excitement to the building. Some examples of such events are: Winter Olympics, Human Battleship, Field Days, etc.

**BULLDOG BASH ELIGIBILITY**

Each quarter, students who have received less than four Doghouse Reports and/or who have not been suspended

are able to participate in a high-energy, school-wide Bulldog Bash.

### **ASSEMBLY PROCEDURES**

During the school day, special presentations and programs may be scheduled. On days when the pre-planned events take place, the students' scheduled class times are reduced in order to create a block of time for the assembly.

### **DISCIPLINE REFERRALS**

Occasionally, despite being taught and understanding our Habits, students may still choose not to live up to them. When this happens, they will be issued a discipline referral. The issuing staff member will complete the referral and there will be consequences for the behavior. Consequences will vary but may include any of the following in no particular order: parent/guardian conference, conference with student, detention, loss of privilege, in-school suspension, out-of-school suspension, expulsion (by school board), or other action.

### **DANCE/ASSEMBLY/ACTIVITY NIGHTS**

Our dances are only for students enrolled in the Jersey Shore Area Middle School. Please note that some of our school dances may be grade-level specific and may not be open to all Middle School students.

#### **Dance Procedures:**

All school rules are in effect and students are expected to conduct themselves in an appropriate manner. Profanity, disrespect for the rights and privileges of others, fighting, public displays of affection will not be tolerated. The possession and/or use of tobacco, alcohol and drugs or look-alikes is strictly forbidden. Failure to follow any of the school rules at a dance will result in expulsion from the dance and the potential for additional consequences per building administration.

The entrance and exit for the dance will be through entrance BB which is in the courtyard at the gym doors next to the girls' locker room.

- Students are required to show their school debit/ID card for admittance to all dances. One exception to this rule is for dances that require a pre-purchased ticket. In this case, the purchase of the ticket requires the debit/ID card. If a student does not have a debit/ID card but has ordered a replacement card through the main office, they must show a receipt for the new debit/ID card in order to be admitted.
- Appropriate attire is required. Underwear must not be showing. Students must cover the midriff and wear tops with at least 2" wide straps (muscleshirts are not permitted), unless semi-formal or formal dress permits an exception to this. Skirts/dresses should be longer than fingertip length (roughly 6 inches above the knee). Clothing, jewelry, or other items displaying inappropriate messages is also prohibited.
- Students are expected to stay until the end of the dance. Leaving the dance early is not permitted unless the student's parent or guardian comes to the entrance and signs the student out. Students who leave the dance early will not be permitted to return to the dance.

#### **Students may not attend dances if:**

On the day of the dance, the student was late to school or did not attend a full day of school. If the dance is held on a day when school is not in session, the student must be on time to school and in attendance for a full day on the day prior to the dance. The building principal may make exceptions to this provided a verifiable medical or court-issued excuse is presented. The administration reserves the right to change dance requirements and procedures as needed.

## **STUDENT CONDUCT & DISCIPLINE**

### **STUDENT RESPONSIBILITIES**

Chapter 12 of the Pennsylvania School Code, Regulations on Student Rights and Responsibilities, states that student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations; most of all, students share with the administration and faculty a



responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

**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, that it is in full effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Be aware of and comply with state and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily, except when excused, and be on time to all classes and other school functions.
8. Make all necessary arrangements for making up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
10. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

**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. Students must follow the District Health and Safety plan in place.

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 on the sides.
- Clothing must cover undergarments.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- 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.

**DISCIPLINE POLICY**

In an effort to keep your students safe, a state of art security system is in place to protect students, staff, and the facilities of the middle school. Over 60 cameras continuously monitor and record what happens both inside and outside the middle school. If something has occurred that needs reviewed, contact the administration of the middle school with the date, time and location of the incident. Video archives are kept for several weeks.

The School Board and staff of the Jersey Shore Area School District acknowledge that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment. The Board and staff shall require each student to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. The rules govern student conduct in school, during any school activities whether on school grounds or not, and during the time spent in travel to and from school.

Students shall not interfere with the education of other classmates. The following behaviors are prohibited:

1. Harassing or teasing classmates
2. Verbal abuse of classmates or school staff
3. Physical abuse of classmates or school staff
4. Defying instructions of school officials
5. Engaging in arson or robbery activities
6. Extorting money from classmates.
7. Assaulting classmates or school staff
8. Possessing or using firearms or other weapons
9. Leading or participating in a disruption of any kind
10. Possessing, using, or selling illegal drugs or alcoholic beverages
11. Engaging in damage, destruction, or theft of school or private property
12. Bomb, fire, threats, or any other violations of the Crime Codes of Pennsylvania; the Controlled Substance, Drug, Device and Cosmetic Act; and the Liquor Code.

Students shall obey all school rules and regulations. These include refraining from the following:

1. Running or wandering in halls
2. Eating in or taking food into unauthorized places
3. Smoking or possession of tobacco or nicotine products
4. Using a cell phone during the school day without prior permission
5. Skipping classes
6. Marking or destroying school property
7. Cheating
8. Loitering in halls or lavatories
9. Stealing and other violations of Pennsylvania
10. Crime Code violations
11. Improper behavior on a bus
12. Illegal absence

Punishable offenses include, but are not limited to:

1. **Unexcused and/or Persistent Tardiness to School** – Arriving late to school without a valid excuse
2. **Tardiness to Class** – Arriving more than three minutes late to class without a valid excuse
3. **Disrespect** - Discourteous, impolite, or rude behavior toward a teacher or student, defiance of rules and regulations.
4. **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. Any student participating in a fight will be subject to the following disciplinary actions:
  - a. 1st Offense: 3 Days Out-of-School Suspension
  - b. 2nd Offense: 5 Days Out-of-School Suspension and a citation will be issued under State Statute 5503 (Disorderly Conduct).
  - c. 3rd Offense: 10 Days Out-of-School Suspension, a citation will be issued under State Statute 5503 (Disorderly Conduct), & student will be recommended for expulsion as identified in Policy 218.2
5. **Minor Altercation** - An incident which involves a single offender who commits a minor violent act against another individual and the individual does not respond to the incident and the incident does not elevate to a more severe incident.

6. **Minor Disruptions to Class** – Any act that brings temporary disorder to the classroom. This includes but is not limited to talking out of order, distractive noises or acts, discourteous remarks.
7. **Minor Disruption to School** – Any action that brings temporary disorder to the school or any part of it. Examples of unacceptable behavior include verbal defiance of requests from adults
8. **Major or Persistent Disruption** – Any action which results in serious disruption to class and/or school or any continuation or extension of minor disruptions.
9. **Unacceptable Language** – Swearing, abusive or obscene language, gestures, etc.
10. **Bus Misconduct** – Any unacceptable behavior while waiting for, riding on or getting on/off the bus as described in the school district policy.
  - a. Violation of safety procedures
  - b. Smoking
  - c. Eating or drinking
  - d. Littering
  - e. Rudeness or use of offensive language
  - f. Destruction of property
  - g. Fighting, pushing or tripping
  - h. Not riding assigned bus
11. **Skipping Class/School** – Failure to attend an assigned class or leaving school before the appropriate time.
12. **Petty Theft** – Stealing items such as pencils, notebooks, lunches, small articles of clothing, etc.
13. **Robbery/Major Theft** – Stealing items of major value such as money, expensive clothing articles, school equipment.
14. **Extortion** – Obtaining services or something of value through force, pressure or bribery.
15. **Malicious Threats/Harassment** – Expressing intention to do harm to someone or something, pestering or teasing someone in a mean, evil or frightening way.
16. **Possession or Use of Tobacco/Nicotine Products** – Having or using tobacco/nicotine products in any form on your person or among your possessions on school property. A student convicted of possessing or using nicotine and/or nicotine delivery products 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.
  - a. 1st Offense – One (1) day in school suspension.
  - b. 2nd Offense – Three (3) days in school suspension.
  - c. 3rd Offense – Three (3) days out of school suspension.
  - d. 4th Offense – Ten (10) days out of school suspension pending expulsion hearing before the School Board.Violations of the Tobacco/Nicotine Policy (Policy #222) by an athlete, cheerleader, or participant in a cocurricular or extracurricular activity; or, a 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.
17. **Drug or Alcohol Use of and/or Possession** – Handing out, delivering or selling drugs or alcohol to other persons.
18. **Forgery** – Falsifying a signature or document such as excuses, report cards, hall passes or other such articles.
19. **Assault of a Staff Member** – An abusive verbal or physical attack on a school employee.
20. **Academic Irresponsibility** – Consistent failure to complete assigned work.
21. **Unauthorized Use of Cell Phone** – Using a cell phone for any reason inside the building without permission. May result in a restriction or complete ban depending on level of infraction.

## **AFTER SCHOOL DETENTION**

After school detention is held from **3:30 – 4:30 P.M.** in conjunction with our afterschool program. Detention may be assigned by a teacher or principal based on the type of unacceptable behavior a student may display. Detention takes priority over all other activities.

### **If a student is illegally absent from detention:**

A second detention is issued for the illegal absence, which means the student will have two detentions to attend. If a student continues to be illegally absent from detention, he or she will be placed in In-School Suspension. The number of days of In-School Suspension is determined by the number of times a student has skipped detention.

**If a student is legally absent from detention:**

The detention will be reassigned.

Further absence from detention may require a doctor's excuse.

**IN-SCHOOL SUSPENSION**

In-School Suspension is held on school days between 8:30 A.M. and 3:30 P.M. Teachers and administrators will make periodic visits to students in the In-School Suspension room to provide schoolwork, to answer questions and to ensure that the student understands why he or she is serving the suspension. The following are the expectations for students who have been assigned In-School Suspension:

- Students should report to the office upon arrival at school on the day of ISS.
- A.M. lateness will result in a disciplinary referral.

Students should bring all materials needed for the day, including books, supplies, equipment, writing instruments and lunch or lunch money. It is recommended that additional appropriate reading materials for enjoyment be brought along for use when all school assignments are completed.

- Follow all of the directions of the In-School Suspension monitor.
- While in In-School Suspension, students will continuously work on some form of academics.
- Speak only when spoken to by an adult.
- Raise a hand for help or assistance.
- Lavatory breaks will be scheduled, one in the morning, one at lunch, and one in the afternoon.
- Show respect to all others in the room.
- NO sleeping.
- NO talking.
- NO eating or chewing anything (except at lunch).
- No personal grooming, brushing hair, applying make-up.
- No sexual, foul, or inappropriate language.

Lunch will be eaten in the ISS room under the supervision of the in-school monitor. Dismissal will be at 3:30 PM and at the direction of the monitor.

Failure to comply with the above ISS rules and expectations will result in further disciplinary action.

Should a student need to be removed and sent home for uncontrolled disruptive behavior, he/she will receive a minimum of three (3) days of Out-of-School Suspension and may receive a disorderly conduct charge filed with law enforcement authorities.

**OUT-OF-SCHOOL SUSPENSION**

Out-of-School Suspension may be imposed for a period of up to ten (10) school days. It is a consequence that is assigned by a principal for major infractions of school rules, regulations and policies. When a student is suspended out-of-school, he or she is not allowed on school property nor allowed to participate in any school related cocurricular or extra-curricular activities during the entire period of the suspension.

Any student suspended two weeks prior to a school-sponsored dance or special after-school activity will not be allowed to attend that event.

A student is considered legally absent while under suspension and is given the privilege of making up work when returning to school. It is the responsibility of the student to request make-up work and tests from his or her teachers. Students are expected to maintain their academic progress by utilizing district technology including, but not limited to Teams, Schoology, Focus, and district email.

**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

## INTEGRATED PEST MANAGEMENT

The Jersey Shore Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect individuals from pesticide exposure by using the IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product. 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. Each school year the district will prepare a new notification registry. 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.

If you have any questions or would like to be placed on the district’s Integrated Pest Management notification registry, please notify us in writing at: **Jersey Shore Area Middle School, 601 Thompson Street, Jersey Shore, PA 17740.** Be sure to include your e-mail address if you would like to be notified electronically.

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

## 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**

Students 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.



# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

- 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.



## **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.

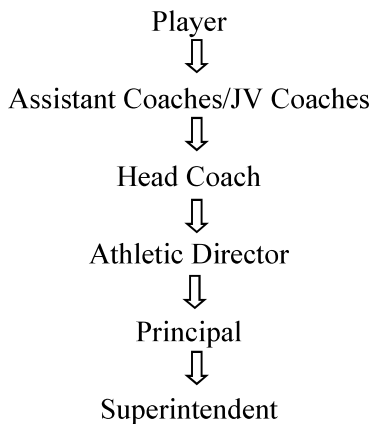
In addition to embracing the district Athletic Department philosophy, we will also encourage and promote:

- 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.

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

## Athletic Chain of Command

The following chain of command is in effect



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

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

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

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

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 even 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?**



# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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.

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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.

# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

- 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

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

- 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.

\*\*\*\*\*

### 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

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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.

\*\*\*\*\*

### 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

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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.**



# Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

## 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.

\*\*\*\*\*

**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 of 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.

## Co-Curricular and Extra-Curricular Handbook (*APPENDIX A*)

---

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.

# **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](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

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

### **Confidentiality of Information**

The 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:

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

<b>SCHOOL DISTRICT OFFICES</b>	
<b>BRADFORD COUNTY</b>	
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
<b>TIOGA COUNTY</b>	
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
<b>SULLIVAN COUNTY</b>	
Sullivan County School District 777 South Street, PO Box 240 Laporte, PA 18626	

570-946-8200	
<b>LYCOMING COUNTY</b>	
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.



# 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.

## APPENDIX C

---

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.

## APPENDIX C

---

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

## APPENDIX C

---

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.