

Jamestown Elementary School

2018-2019 Student Handbook



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



JAMESTOWN ELEMENTARY SCHOOL

August 20, 2018

Welcome to Jamestown Elementary School, we are looking forward to another exciting school year! We are confident that you will find your child's educational experience to be a positive one at JES.

One of the keys to educational success stems from strong partnerships between school and home. Therefore, we feel strongly that open lines of communication should exist. We encourage you to sign up for on-line access to our Parent Portal. This is a tool that will enable you to view your child's progress on current assignments, grades, homework completion, and attendance.

The portal is located on **Jamestown Area School District's** website <http://www.jasdmuskies.com>. Click on "Parent Access" to register.

If you would like to speak to your child's teacher directly, please contact him or her via their phone extension (listed on page 20) or by calling the school at 724-932-3181. Voicemails will be returned during their planning time or after-school. Email addresses are also available. Please call the office for email information.

Please read through the handbook carefully with your child, there is an abundance of important information for you to review. Please pay particularly close attention to Cell Phones/Hand Held Devices, Student Rights and Code of Conduct, Dress Code, and Classroom/Birthday Parties. Absences for any student beyond 10 days of cumulative absence, must be excused by a physician. See page 22 of this handbook for further information.

This year's handbook includes some very important documents. Please sign and return the following forms:

1. Acceptable Use of Computer Network/Internet (page 63)
2. Handbook Acknowledgement (page 67)

If you have any questions or concerns during the school year, please feel free to contact me at 724-932-3181.

Sincerely,

Ms. Kristin Hope
Principal

SCHOOL CALENDAR

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MISSION STATEMENT

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

BELIEF STATEMENT

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

NONDISCRIMINATION STATEMENT

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

PUBLIC NOTICE: SPECIAL EDUCATION SERVICES

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

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

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

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

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

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

Early Intervention

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

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

Screening

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

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

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

Evaluation

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

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

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

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

request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

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

Consent

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

Program Development

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

Educational Placement

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

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

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

Services for Protected Disabled Students

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

In compliance with state and federal law, the school district will provide to each protected disabled student without discrimination or cost to the student or family, those related aides, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

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

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

Confidentiality

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

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

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

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

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

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

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

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

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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

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

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

Procedural Safeguards

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

Parent’s consent is always required prior to:

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

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

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

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

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

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

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

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

Mode of Communication

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

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

For further information contact:

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

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the

Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by disabled persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact Mrs. Tracy Reiser, the Superintendent of Schools, Jamestown Area School District, 204 Shenango Street, Jamestown, PA 16134 (724) 932-5557.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CONFIDENTIAL COMMUNICATION

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

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

ACCESS TO STUDENT RECORDS

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

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

RELEASE OF STUDENT DIRECTORY INFORMATION

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

of the parent or guardian before placing any personally identifiable information concerning a student on District web pages.

RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)

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

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

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

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

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

* Inspect, upon request and before administration or use –

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

RIGHT TO REVIEW TEACHER QUALIFICATIONS

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

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

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

NOTICE OF INTEGRATED PEST MANAGEMENT

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

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

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

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

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

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

JAMESTOWN ELEMENTARY SCHOOL STAFF

Principal:	Ms. Hope, ext. 2300
Secretary:	Mrs. Uplinger, ext. 2100
Psychologist:	Mr. Kinnear, ext. 1110
Guidance Counselor:	Mr. Rausch, ext. 2500
Speech Therapist:	Mr. Cone, ext. 2104
School Nurse:	Mrs. Micsky, ext. 2106
Art Instructor:	Mr. Tate, ext. 2102
Music Instructor:	Mr. Dutko, ext. 2128
Physical Education:	Mr. Taylor, ext. 2137
Librarian:	Mrs. Anderson, ext. 2133
Special Education:	Mrs. Pander, ext. 2103
	Mrs. Jones, ext. 2117
	Mrs. McClure, ext. 2127
Gifted Support:	Mrs. Zarecky, ext. 2109
Title I	Ms. Taylor, ext. 2126
Title I/Writing 4-6	Ms. Miodrag, ext. 2119
ELA 2/ Intervention:	Miss Ally Blaschak ext.2111
Kindergarten:	Mrs. Faler, ext. 2110
Grade 1:	Mrs. Potase, ext. 2113
	Mrs. Hall, ext. 2114
Grade 2:	Mrs. Redick, ext. 2115
Grade 3:	Mrs. McClimans, ext. 2108
	Mrs. King, ext. 2107
Science 4-6:	Mrs. Minnich, ext.2120
Math 4-6:	Mrs. Simcoe, ext. 2123
ELA/Math 4-6:	Mrs. Nicols, ext. 2125
	Mrs. Rhoades, ext. 2124
Instructional Aides:	Mrs. Hutton
	Mrs. Godnich
	Mrs. DeMarco
	Mrs. College
	Mrs. Laidlaw
	Miss Bruce
	Mrs. Nottingham
	Mrs. Buchholz
Family Center:	Ms. Croll, ext. 2112
Head Start:	Ms. Weaver, ext. 2101

DISTRICT AND BUILDING INFORMATION

ATTENDANCE

The Board requires that school age students enrolled in the district schools attend school regularly, in accordance with the state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

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

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

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

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

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

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

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

Tardiness

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

Early Dismissal

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

Educational Tours and Trips

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

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

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

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

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips.
11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.
13. Religious holidays.

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

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

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

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

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

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

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

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in the district schools.
4. Students attending a home education program or private tutoring in accordance with the law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

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

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

Compulsory Attendance

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

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parent/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

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

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

Person in parental relation shall mean a:

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

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

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

Delegation of Responsibility

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

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

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

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

Enforcement of Compulsory Attendance Requirements

Student is Truant –

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

The notice shall be in the mode and language of communication preferred by the person in parental relation; include a description of the consequences if the student becomes habitually truant; and the notice may include the offer of a School Attendance Improvement Conference.

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

School Attendance Improvement Conference –

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

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

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

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

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant –

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

1. Shall refer the student to: A school-based or community-based attendance improvement program; or the local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

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

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

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

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

Filing a Citation –

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

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

Special Needs and Accommodations

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

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

Delayed Opening/School Closing

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

Radio Stations:

FM 101.7	COOL
FM 100.3/AM 1490	WZPR/WMGW

Television Stations:

Channel 2	KDKA
Channel 27	WKBN
Channel 33	WYTV
Channel 12	WICU

Notification can be found on the school web site at www.jasdmuskies.com and made through BLACKBOARD CONNECT, the school's automated notification system. However, due to outside disruptions affecting phone services, please be sure to check all media outlets in addition to the BLACKBOARD CONNECT system.

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

SCHOOL HOURS

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

Daily Schedule:

7:40 AM	Teachers in building
7:45 AM	Students arrive
8:00 AM	Instruction begins
2:43 PM	Student dismissal
3:10 PM	Teacher dismissal

ARRIVING AND LEAVING SCHOOL

Student Arrival - students must enter the front entrance to the building no earlier than 7:45 am.

Student Dismissal - parents are required to come into the lobby to meet students. All students who are not riding a bus must report to the office area. Please make arrangements in advance when picking up your children from school. A note may be sent to school with your child or a phone call **by 2:00 p.m.** helps facilitate the dismissal procedure for students.

In addition, anyone listed on the emergency form as having the authorization to pick up your child may do so at dismissal. Photo identification must be presented at the time of pick up and the student must be signed out in the office.

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

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

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

Walkers – no students are permitted to walk to school or home from school due to the fact that all routes to and from school are considered hazardous. If a child must walk home, a note from the parent must be on file in the office. If the route is deemed hazardous, your child will not be allowed to walk home.

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

SCHOOL BUS PROCEDURES

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

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

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

SCHOOL BUS RULES AND EXPECTATIONS

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

A. Before loading, students are expected to:

1. Be on time at the designated school bus stop.
2. Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a full stop before attempting to enter the bus. Enter in an orderly manner.
4. Respect the property rights of people who reside at or near the bus stop.

B. While on the bus, students are expected to:

1. Remain in your seat at all times.
2. Always take the seat assigned by the driver.
3. Keep feet on the floor of the bus while seated.
4. Keep laughter and noise at a low level.
5. Talk quietly.
6. Not push or shove.
7. Not eat, drink or smoke while on the bus.
8. Not fight.
9. Keep his/her head, arms and hands inside of the bus.
10. Not use foul language.
11. Follow the driver’s instructions at all times.
12. Treat bus equipment correctly. (Damage to seats, windows, etc. must be paid for by the offender.)
13. Keep all aisles clear.
14. Not throw anything out of the bus windows.

- C. After leaving the bus
 - 1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
 - 2. Be alert to any danger signal from the bus driver.

- D. Evacuation drills and emergencies
 - 1. The purpose of school bus evacuation drills is to have each student riding the bus know exactly what to do in an emergency. All bus riders must cooperate fully with the driver and the assigned helpers during evacuation drills.
 - 2. One evacuation drill will be held during the first week of school and one during the month of March. The report and date of each drill will be given to the superintendent.

Driver expectations

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

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

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

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

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

BREAKFAST AND LUNCH PROGRAMS

Free/Reduced Meal applications will be sent home with the students during the first week of school. Please complete and return this application as soon as possible. This information will be kept confidential.

Weekly lunch tickets will be sold daily. A five-day ticket may be purchased for \$12.50. **Please place your child's ticket money in an envelope marked with the student's first and last name, grade and homeroom teacher.** That ticket will be good for five lunches and will be valid until it is entirely used. When the ticket has been completely used, a new five-day ticket may be purchased. This will eliminate the need for credits and will allow a student to buy a new ticket whenever needed.

Daily lunches may be purchased in the cafeteria at the lunchtime at the cost of \$2.50 for students and \$3.50 for adults. Milk may be purchased for \$.45 per half-pint. Breakfast can be purchased for \$1.35.

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

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

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

1. Be warned
2. Assigned to a time-out table in the cafeteria. The behavior policy will be followed and checkmarks may be assigned.

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

Charging Meals

Students are permitted to charge lunch if they forget their lunch/money or if it is lost. If the charge is not paid in a timely manner a reminder is sent home. The unpaid charge becomes an obligation at the end of the year and if not resolved at that time is turned over to the superintendent's office. A student's report card may be held until the obligation is met.

PERSONAL ITEMS

We encourage students to leave personal items such as iPods, iPads, Kindles, video games, trading cards, etc. at home, to avoid the possibility of these items being broken, lost or taken.

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

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

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

SCHOOL ITEMS

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

LOST AND FOUND

Articles found should be turned in to the lost and found located in the lobby. Those students who have lost the articles should claim them. The articles in the lost and found box will be discarded at the end of the day every Friday.

DRESS CODE

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

Proper attire is expected from all students to ensure the health and safety of themselves and others and to ensure that there is no disrupting of the educational process. We believe that proper dress and appearance sets a tone for academic readiness. Therefore, the following guidelines are provided for students in both the elementary school and high school. The following rules will be enforced:

1. Students may not dress, nor present themselves, in a manner that distracts from the educational function of the school. Adornments or alterations to one's appearance that disrupt or cause damage to the school facilities are prohibited. Clothing that is tight, clinging, or revealing is unacceptable.
Standard of Dress:
 - Skirts or slits on skirts (to include culottes) must be at fingertip length.
 - Midriff must be covered.
 - *No leggings/yoga pants are to be worn without a top that is fingertip length or a pair of shorts or skirt that is fingertip length.*
 - Shoulders must be covered, (tank tops are not acceptable).
 - Shoes or sneakers must be worn; flip-flops and backless shoes are not permitted.
 - Clothes may not have holes.
 - **Shorts are NOT permitted** unless designated by the Administration. On such occasions, shorts are to be loose fitting and "fingertip" length.
 - Heavy chains shall not be worn as an accessory (i.e. wallets, belts, necklaces).
 - Hats, hoods or bandanas are not to be worn within the building.
2. Any suggestive, provocative, or derogatory slogan on any clothing is prohibited including reference to tobacco, alcohol, drugs, sex, school, or individuals.
3. Students may be required to wear certain types of clothing while participating in physical education classes, shops, labs, extra-curricular activities or other situations that may be required to insure the health or safety of the student.

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

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

Violations of the Dress Code

First offense – A change of clothes or making necessary changes in appearance will be required before the student can return to the mainstream of the school. The parent will be informed.

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

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

PHILOSOPHY OF DISCIPLINE

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

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

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

ELEMENTARY DISCIPLINE POLICY

One of the goals of Jamestown Elementary School is to create a positive educational environment that promotes learning and safety. In order to meet this goal, JES has established a **School-Wide Positive Behavior Plan**, as well as a **Progressive Discipline Procedure**. To support a positive learning environment, students will be educated on the following character words: respect, caring, responsibility, citizenship, trustworthiness, and fairness. If a staff member witnesses a student showing one of these behaviors, the student will be recognized and positively reinforced for this behavior.

In order to ensure a safe educational environment that promotes learning, the following Progressive Discipline Procedure will be followed. The steps taken to provide discipline will be based on the needs of each student (Ex: Students with IEPs, 504 plans, and other behavior plans). Discipline of students must be a process that involves teachers, parents, school counselor and school administrators. The teacher plays a significant role in the discipline of students, teachers will follow the following steps in a fair and consistent manner and students will be made aware of the list of rules and expectations to be followed.

Unless an emergency exists, a student should be sent to the administration only after all steps are exhausted and no improvement in the student's behavior has been made. Once the student has been referred to the administration, the disciplining of that student rests with the administrator.

Progressive Discipline Procedure

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

Step 1. Verbal Warning

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

Step 2. Card Flips/Checkmarks (These affect students' Citizenship/Behavior grade; please refer to "Citizenship Grades" section on pg. # 44 for more information)

- **Grades K – 1** (Cards – green, yellow, red, blue; cards reset to green each day)
 - If a student is flipped to **yellow**, the student will lose **5 minutes** of his/her next recess
 - If a student is flipped to **red**, the student will lose **10 minutes** of his/her next recess
 - If a student is flipped to **blue**, the student must report to the **office** and is moved to Step 3
- **Grades 2 – 6**
 - If a student receives **1 checkmark** in one day, the student will lose **10 minutes** of his/her next recess.
 - If a student receives **2 checkmarks** in one day, the student will lose **20 minutes** of his/her next recess.
 - If a student receives **3 checkmarks** in one day, the student will lose **All** of his/her next recess.
 - If a student receives **4 checkmarks** in one day, the student must report to the **office** and is moved to Step 3

Step 3. Office Visit/Detention

- In school time-outs in the office, as well as lunch/recess/after school detentions can be given at the building administrator's discretion for any of the following reasons:
 - (Grades K-1) – The student has been flipped to Blue
 - (Grades 2-6) – The student has received 4 checkmarks in one day
 - The student refuses to do work for an extended period of time
 - The student hurts another person (Ex: punching, kicking, pushing, etc.), which is an automatic Step 3
 - The student is exhibiting unsafe behavior (Ex: screaming, throwing objects, etc.), or serious enough to skip to Step 3, as determined by the building administrator
- If a student reaches Step 3, that student will automatically be **flipped to blue** (Grades K-1) or will receive **4 checkmarks** (grades 2-6) if they haven't already done so
- The student will explain his/her behavior and how the behavior will change
- The student will receive an appropriate consequence for the behavior as determined by the building administrator (Ex: detention, apology letter, etc.)
- A **Conduct Report** written by the teacher and building administrator will be sent home to be signed by the parent
- **Note:** If an **After School Detention** is given, it will last from 2:45 p.m. until 3:30 p.m. Parents will be notified one day in advance by phone or written notice. If a notice is sent home, a parent signature is required.

Step 4. In-School Suspension (ISS)

- Students in grades 4-6 **may** be assigned to the high school for ISS. Students in grades K-3 will serve ISS at the elementary school. All assigned work must be completed during the suspension. ISS can be assigned to a student for a period of 1-3 days at the building administrator's discretion for any of the following reasons:
 - Accumulation of 3 or more Conduct Reports
 - Chronic violation of school rules that have not been modified by previous steps
 - Threats of harm to another student or staff member
 - Fighting or harming another student
 - Bullying – doing physical or emotional harm to another student repeatedly and on purpose (Ex: hitting, name-calling, spreading rumors, etc.)
 - Vandalism/destruction of school property
 - Abusive language or inappropriate gestures
 - Theft/stolen property
 - Use or possession of alcohol or other drugs
 - Use or possession of weapons
 - Sexual harassment

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

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

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

- Suspension may be given by the principal or person in charge of the public school.
 - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in chapter 12.8 of the Pennsylvania code.
 - Suspensions may not be made to run consecutively beyond 10 school days.
 - Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
- **Suspension Hearing** - When a suspension exceeds 3 days, an informal hearing will be conducted by the building principal or another designated administrator with the student and parent/guardian. The following due process requirements will be met:
 - Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - Sufficient notice of the time and place of the informal hearing shall be given.
 - A student has the right to question any witnesses present at the hearing.
 - A student has the right to speak and produce witnesses on his own behalf.

- The district shall offer to hold the informal hearing within the first 5 days of the suspension.
- **Expulsion** - Expulsion is exclusion from school by the Board of Education for a period exceeding 10 school days. Expulsion shall require a formal hearing before the school board or a committee of the board appointed by the President.
- **Expulsion Hearing** - When an expulsion is required, a formal hearing by the board of school directors will be held. A majority vote of the entire board will be required to expel a student. The following due process requirements will be met:
 - Notification of the charges shall be sent to the student's parents/guardian by certified mail.
 - Sufficient notice of the time and place of the hearing must be given.
 - The hearing shall be held in private unless the student or parent requests a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his own behalf.
 - A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - The proceedings must be held with all reasonable speed.

CHEATING

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

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

AFTER SCHOOL DETENTION

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

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

BUS MISCONDUCT CONSEQUENCES

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

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

1. **First offense:** driver will report the incident to the principal. The principal will confer with the student. A bus conduct form may be sent home if warranted.
2. **Second offense:** driver will again report the incident to the principal. The principal, depending on the severity of the incident, will discuss the matter with the student and may place the student on probation. A bus conduct form will be sent home.
3. **Third offense:** the driver will report the incident to the principal who could suspend the student from riding the bus for three (3) days. A bus conduct form will be sent home and the parents will be notified by phone.
4. **Any further incidents could result in the loss of bus privileges up to ten (10) days as long as a formal hearing precedes the suspension, the child could be suspended for longer than ten days if the action is warranted.**

Bus Conduct form will equate to 4 checkmarks

Involvement in an altercation of a physical or verbal nature could result in loss of riding privileges immediately. This would include any involvement in a physical altercation on the bus, or the refusal to follow bus driver requests.

FIELD TRIPS/ENVIRONMENTAL CLUB/CAMP FITCH

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

CLASSROOM PARTIES/BIRTHDAY

The classroom teacher will plan parties for each class. Parents will be asked to help provide treats for these parties. Treats for classroom parties will have to meet the guidelines for the new Wellness Policy. Classroom teachers will have to be aware and give permission for certain treats. (See Volunteer Policy.) Treats for student birthdays can be sent to school if a parent would like to provide them for the whole class. Birthday invitations to out-of-school parties will not be handed out to students unless every child in the classroom is invited.

VISITORS

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

VOLUNTEERS

The purpose of volunteers in the school is to enhance education and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational and extra-curricular program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Volunteer – One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one of three categories as follows:

1. **Assistive Volunteer** – Any individual who voluntarily provides services to the school district, without compensation, and who: (A) Works directly under the supervision and direction of a teacher or administrator employed by the district; and (B) Does not provide direct services to students or have unsupervised contact with students. Examples of assistive volunteers include homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.
2. **Independent Volunteer** – Any individual who voluntarily provides services to the school district, without compensation, and who: (A) works under the general direction and supervision of a teacher or administrator employed by the district; and (B) provides direct services to students or may, from time to time, have or may be expected to have unsupervised contact with students. Examples of independent volunteers include volunteer tutors, chaperones for overnight field trips, and individuals who volunteer to provide counseling or health-related services to students.
3. **Volunteer Coaches/Sponsors** – Any individual who voluntarily provides services to the school district, without compensation, and who: (A) works under the general direction and supervision of a coach or student activity sponsor employed by the district; and (B) directly supervises or instructs students engaged in the activity or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of volunteer coaches/sponsors include individuals who volunteer to serve on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers; and choreographers, musicians and other individuals who provide instruction to students in the marching band or school musical.

All volunteers must complete a Volunteer Application which are located in, and shall be submitted to, the office of the Principal.

The Board authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular school district staff.

Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s). If the services of a volunteer are terminated, the Superintendent shall provide timely notification to the School Board.

Volunteers do not assume the responsibilities of school district staff but may, under the direction of the school principal(s), teachers, or coaches, provide assistance in an approved and appropriate school level activity such as tutoring, demonstrating, chaperoning, monitoring, speaking, reading, athletic activities and similarly appropriate activities.

Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate student behavior by performing or imposing disciplinary measures. They may, however, be requested to remind students of school rules and to report known violations of school rules to district officials, teachers and teacher's aides.

The basic desired qualifications or characteristics for a person offering volunteer services shall be interest in the educational program, enjoyment in helping children, and a sincere belief that, by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.

Any school volunteer program which will require additional financial support from the school district budget will require a formal recommendation from the Superintendent and approval by the Board prior to implementation.

Volunteers shall not have access to nor handle any materials of a personal or confidential nature or information otherwise protected from disclosure by law.

As a means of gathering pertinent information, each volunteer will complete a standard application form prior to performing volunteer activities for the District. Such applications will be maintained on file by the District.

At all times, volunteers are to perform only those duties and/or functions assigned to them by the school principal or, in appropriate cases, the teacher or coach or other District staff to which they have been temporarily assigned.

Jamestown Area School District employees serving in a volunteer capacity will be exempt from providing TB test results and clearances.

Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, other volunteers and the public while performing school-related functions. These behaviors include, but are not limited to:

1. Maintaining a warm, caring, child-centered attitude.
2. Respecting the roles of school employees.
3. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.
4. Following school district policy and school rules, including the directions of the school principal.

Volunteers shall meet any standards which may be established from time to time by federal, state or local government, or the board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district's professional employees and support staff.

Because of their influence as role models, volunteers must refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, when they interact with students during school activities, including those that take place outside of the school building. Appropriate dress is a component of volunteers as role models. Volunteer dress should adhere to school guidelines. (No sleeveless shirts are to be worn, clothes may not have holes, shoulders must be covered, shorts are not permitted except on designated occasions.)

Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

No volunteer will be required to transport students in district and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier. Any volunteer who is likely to transport students may be required to consent to a review of his/her driving record.

Any volunteer in any category may be removed at any time for any reason by the building principal, the Superintendent, the head coach or activity sponsor, or the Superintendent's designee. If any volunteer is removed by anyone other than the Superintendent, the Superintendent will be notified of the action in writing in a timely manner.

For proper identification and security purposes, volunteers will be required to wear, at all times, the Jamestown Area School District volunteer badge.

A spouse accompanying an employee traveling on a district sponsored trip or event will be expected to meet those requirements prescribed to Assistive Volunteers.

Volunteer Coaches

When, in the opinion of the school principal and the Director of Athletics, the addition of a volunteer coach will enhance the support and training which the regular coaching staff is providing to students participating in the activity, a volunteer coach may be utilized.

The Board hereby sets forth the terms and conditions by which a volunteer coach may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. The head coach must forward to the school principal and the Director of Athletics a request for permission to use a volunteer coach. This request must include the name of the volunteer, the name of the extracurricular activity, and a completed volunteer application.
2. The school principal and the Director of Athletics will jointly make a decision to recommend or deny the request. The recommendation will be sent to the Superintendent for submission to the Board for approval.
3. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.
4. All volunteer coaches, prior to their assumption of duties as a volunteer coach, must be approved by the Board. To be approved, the name of the volunteer coach must appear as an agenda line item and be voted upon at a regularly scheduled Board meeting.

5. A person may not assume the position of volunteer coach, render any services, or assume any responsibility of a volunteer coach until and unless the terms of this policy have been accomplished.
6. Permission to utilize a volunteer coach may be revoked at any time by the head coach, the school principal, the Superintendent and/or the Director of Athletics.
7. The head coach will assume responsibility for the actions and training of a volunteer coach.
8. A volunteer coach, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a team, a group of students, or an individual student belonging to a team. A head coach and/or assistant coach and/or volunteer who is a school district employee shall be present during all training, practices and/or competitions.

Table Requirements

	Volunteer Application Form	TB Test	Act 34	Driver's License Check	Act 151	Fingerprints	Principal Appointment
Level 1 – Assistive	X	X	X		X		X
Level II – Independent	X	X	X	X**	X		X
Level III – Coaches/Sponsors*	X	X	X	X**	X	X	X

*Level II and Level III Volunteers who live outside of Pennsylvania or who have lived outside of the Commonwealth of Pennsylvania at any time during the previous five years from the date of volunteering must also have a federal crime history clearance from the FBI.

**If the Volunteer is likely to transport students, he/she must consent to a review of his/her driving record.

SPORTS

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

Sport	Age/Grade	Season
Cross Country	4/5/6	Fall
Basketball – Boys	4/5/6	Winter
Basketball – Girls	4/5/6	Winter
Wrestling	Age 7 and up	Winter
Volleyball – Girls	Grade 4/5/6	Spring

INSURANCE

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

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

ACADEMIC INFORMATION

PROTECTED DISABLED STUDENTS

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

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

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

PSYCHOLOGICAL SERVICES

Mr. Kinnear is the school psychologist for the Jamestown Area School District. Duties of the psychologist include the testing and identification of children who are exceptional and may be in need of special programming. If your child is referred to the psychologist because of difficulty in school related subjects, testing is required to determine the reason for the problem. This referral comes only after all other means

of remediation have been tried. Testing by the school psychologist is done after permission has been obtained from the parents. A detailed report of the findings is always shared with the parents. Exceptionality is also found when a child is performing at a superior level and the psychologist then tests for giftedness.

SPEECH AND LANGUAGE SCREENING

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

SPEECH THERAPY

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

HOMEWORK GUIDELINES

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

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

Intermediate students' homework may vary according to the needs of the students. It may consist of reading, practice drills, searching for information, or completing a project. A study place or room is ideal. But perhaps more important than a study place is the attitude of the parent and student toward homework. Success of students in high school or college depends upon their ability to study.

HOMEWORK REQUESTS

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

REPORT CARDS – ASSESSMENT OF STUDENT’S PROGRESS

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

Jamestown Elementary School Grading Scale is:

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

Content Skill Assessment Scale:

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

CITIZENSHIP GRADES

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

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

Number of Checks/Flips	Grade 1-2	Number of Checks	Grade 3-4	Number of Checks	Grade 5-6
0-6	Advanced	0-8	A	0-5	A
7-27	Proficient	9-18	B	6-11	B
28-35	Basic	19-28	C	12-18	C
36+	Below Basic	29-38	D	19-27	D
		39-	F	28-	F

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

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

The following “forgivens” will be standard:

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

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

PHYSICAL EDUCATION

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

HONOR ROLL

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

PROGRESS REPORTS

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

PARENT/TEACHER CONFERENCES

Parents are welcome at any time to make appointments with their child's teacher for a conference. Please call the school office (724-932-3181) to schedule a convenient conference time.

TUTORING

The faculty will have office hours from 2:50-3:30 p.m. on Tuesdays, Wednesdays, and Thursdays, beginning the fourth week of school. Students are encouraged to meet with teachers for tutoring. Students will be assigned to different teachers. Tutorial time will be designed to meet the needs of each individual student based on DIBELS, 4 Sight Benchmark, and classroom performance. Parents may also schedule a conference during this time. Teachers having office hours will report to the Library at 2:50 p.m. and provide tutoring for students in grades 1-6. The purpose of this program is to provide support to students in need of additional instruction beyond the daily classroom instruction. Like all successful programs, support and cooperation of all those involved is critical. **Students not cooperating or not picked up promptly at 3:30 p.m., may lose the privilege of attending the tutoring program.**

The students must bring an After School Tutoring Program form signed to the school the day they are staying for tutoring. Students will not be permitted to return to their room without permission. It is understandable that you may on occasion forget to send the tutoring slip to school with your child, if this is the case, you must call the office prior to 12:00 p.m. to add your child to the tutoring list. This allows teachers to prepare accordingly for the tutoring session.

Students must bring the following to the Library for tutoring:

1. Tutoring sheet signed and completed
2. Bookbag and coat
3. Materials needed for tutoring (i.e. books, papers, pencils, resource materials)

TITLE I

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

PSSA (PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT)

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

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

See district calendar for testing dates.

DIBELS *Next* TESTING

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

BENCHMARK TESTING

Benchmark Testing will be administered quarterly to all students in Grades 3, 4, 5, and 6. The test scores are used to determine a student's instructional needs.

KINDERGARTEN READINESS TESTING

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

PROMOTION/RETENTION GUIDELINES

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

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

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

1. Receiving the recommendation of the team for promotion or retention
2. Requiring that every effort will be made to remediate the student's difficulties before he/she is retained
3. Overseeing that the teacher meets with the parents on a monthly basis after January if there is the slightest possibility of retention
4. Will assure that any appropriate testing that will be necessary to determine student needs will be administered
5. Discussing the student's progress or lack of progress with the parents and others involved before making the final decision for promotion or retention based on what is best for the student.

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

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

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

STUDENT RIGHTS

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

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

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

FREEDOM OF EXPRESSION

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

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

SEARCHES

School officials or designee are authorized to search a student's personal possessions including cell phone, cubby, or desk when there is reasonable suspicion that the student is violating the law, Board Policy or school rules, or poses a threat to the health, safety or welfare of the school population. Prior to the search, the student shall be notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that a cubby, desk or personal possession poses a threat to the health, welfare or safety of the school population, a search may be conducted without prior warning.

STUDENT CODE OF CONDUCT

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

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

Offenses that may lead to suspension or exclusion from school activities:

1. Disruption of an after school activity
2. Loitering on school property before, during or after school activity
3. Improper behavior during a school sponsored event
4. Repeated violations of school rules

The above policy applies to all school events and while a student is on school property.

Cell Phones/Hand Held Electronic Devices - students are not permitted to use cell phones/hand held electronic devices during school hours (7:45 – 2:43).

1st offense - Cell phones/hand held electronic devices will be confiscated and parents will be contacted. Cell phone/hand held electronic devices will be returned to student at the end of the school day.

2nd offense – Cell phone/hand held electronic devices will be confiscated and parents will be contacted. Principal will determine whether cell phone is returned to student or if parent will need to retrieve the device.

Tobacco

Act 145 of 1996 clarifies the school tobacco control act for school districts and local district justices. Provisions of the tobacco control act are:

- Possession is now included as an offense.
- Unlighted tobacco is added as a substance prohibited on school property (in addition to cigarettes, which are included in the existing act).
- Possession or use of any tobacco product is identified as a summary offense.

- The definition of student is added as someone enrolled in school between the ages of 6 and 21.

The new law defines possession or use of tobacco products by a student:

- In a school building
- On a school bus
- On school property

School districts must initiate prosecution. The student may be sentenced to:

- Pay a fine of not more than \$50 for the benefit of the school district in which the student resides. The district justice will decide the fine for each offense.
- Pay court costs (\$73.50 or \$78.50 locally) or be assigned to an adjudication alternative.

Conviction of this offense can't be placed on a criminal record.

The act was signed into law by Governor Tom Ridge on December 4, 1996.

Weapons Policy

As a result of Act 26 of 1995, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public or school provided transportation to a school or school sponsored activity shall be expelled for a period of not less than one year.

Weapons shall include, but not be limited to, any firearm, shotgun, rifle, knife, cutting instrument or tool, or other instrument or implement capable of inflicting bodily injury or fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Any student possessing a replica or assisting in any way in the possession of any weapon listed in this policy shall be subject to the provisions of this policy. The superintendent of the Jamestown Area Schools may recommend modifications of such expulsion requirements on a case-by-case basis to include exceptional students.

The school superintendent shall report all violations of Act 26 to the local law enforcement officials and to the Department of Education once a year in accordance with the provisions established by the Department of Education.

Any student who transfers from a public or private school during a period of expulsion for an act or offense involving a weapon will be assigned to an alternative assignment not to exceed the period of expulsion as assigned by the previous school authorities.

Drug Awareness

The Board of Education prohibits the use, possession or distribution of any drug on school property or at any school sponsored event. Students suspected of drug use, possession or distribution will be handled in

accordance to the guidelines established in the school discipline code and guidelines for Student at Risk program. Students suspended, as a result of drug offenses shall be entitled to an education under the provisions of Chapter 12 of the State Board of Regulations.

Unauthorized Substances/Paraphernalia:

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

For purposes of this policy, the following definitions shall be used:

1. **Alcohol** – any malt, brewed or distilled beverage, the purchase or possession of which by a personal under twenty-one (21) years of age is prohibited by Pennsylvania law.
2. **Illegal drugs** –
 - a. Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery or use of which is prohibited by Pennsylvania and or federal law, unless prescribed by a physician or licensed by the Pennsylvania or federal government to possess, deliver or use such substance.
 - b. Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or federal law (such a solvents, glue, etc.)
3. **Look-alike drugs/substances** – any substances that substantially resembles or meant to represent any illegal drug or unauthorized substance.
4. **Paraphernalia** – tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, or alcohol or any other unauthorized substance.
5. **Unauthorized substances** – shall include but not be limited to alcohol, illegal drugs, controlled substances prohibited by federal and Pennsylvania law, prescription drugs (except those for which permission for use in school has been granted pursuant to Board policy on student use of medication), non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended nor prescribed, non-prescription drugs which are possessed by the student without compliance with the district’s procedures regarding student use of medication, anabolic steroids, paraphernalia, look-alike drugs/substances and any substance which is intended to alter mood.
6. **Under the influence** – shall include any consumption or ingestion of controlled substances by a student.
7. **Use (of an unauthorized substance)** – either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival

at school or school-sponsored activities which evidences itself by strong odor or any unusual behavior or being under the influence during school hours or at school-sponsored activities.

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

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

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

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.

A student's first offense of this policy shall result in a mandatory expulsion of forty-five (45) days to a maximum of one (1) year and immediate referral to the School Board for an expulsion hearing.

2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

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

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

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

Reasonable Suspicion/Testing

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

Threats and Reference to Violence

Students who make a threat or reference to school violence will be subject to the discipline code. Students should be careful when making statements concerning their actions as a result of conflict or disagreements

with other students. Students are not permitted to make reference to violence in their writing, artwork or other forms of communication. The student will be referred to the principal for the first offense.

Terroristic Threats/Acts

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

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, (such as a bomb threat) or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person. The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Any student who is involved in any way with terroristic threats/acts (such as a bomb scare) will be suspended from school until which time the superintendent can schedule an expulsion hearing. In addition, the district will report the incident to the police for prosecution. No student will be admitted to school until they can provide competent and credible evidence that they do not pose a risk of harm to others. Upon return to school the student(s) will be subject to random searches.

ELEMENTARY BEHAVIOR MANAGEMENT PROGRAM

Unlawful Harassment

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

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

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

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

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

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

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

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

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

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

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

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

Reporting Incidents of Harassment

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

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

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

Consequences of Violating the Harassment Policy

Any student in this district who is found, after conclusion of the district's investigation, to have engaged in conduct constituting harassment shall be subject to discipline ranging from a minimum of five (5) days out-

of-school suspension (O.S.S.) up to and including expulsion. The incident may be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case.

Bullying Policy

Purpose

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

Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or teacher.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

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

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

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

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

District administration shall annually provide the following information with the Safe School Report.

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

Guidelines

The Student Behavior and Discipline Code, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Behavior and Discipline Code, which may include:

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

HEALTH INFORMATION

EMERGENCY INFORMATION CARDS

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

SCHOOL NURSE

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

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

- Primary care for injury or illness
- Special screening tests
- Aiding the school physician in giving physical examinations to those students who choose this service
- Aiding the school dentist in giving dental examinations
- Classroom visitations for the purpose of enhancing good health habits
- Fluoride supplement program is available to all students k-6.

SCREENINGS

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

Hearing Screening

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

Visual Screening

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

MEDICAL CONFIDENTIALITY

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

MEDICATIONS

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

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

Inhalers and Epi-pens. Students with asthma and severe allergies are encouraged to keep their inhalers and epi-pens with them. Current guidelines recommend that the School Nurse have one available in the nurse's office as a back-up, and that the student carries one in his/her book bag for after school activities and for the bus ride home. **Parents need to notify the school each school year and fill out the appropriate Emergency and Medication Forms.** This information is then shared with all faculty and staff that may have contact with the student.

COMMON ILLNESSES

Students with a fever of 100.F or above will be sent home and must be free of a fever without the use of fever-reducers for 24 hours before returning to school.

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

COMMUNICABLE DISEASES

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

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

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

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

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

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

Tonsillitis – 24 hours from the beginning of antibiotic therapy

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

Ringworm – Until judged non-infectious by a physician

Head lice

With the exception of the common cold, head lice infestation affects more school-aged children than all other childhood diseases combined. The reasons for this are multi-faceted and undoubtedly reflect changes that have taken place in American society.

Information on detection and treatment of head lice will be sent home each year with each student in grades K-6. Parents who know how to detect head lice before they become a problem can help minimize outbreaks. Lice are communicable and difficult to prevent, but if every parent will take the responsibility to check their children often, these parasites can be detected early and controlled. If you have treated your child for head lice, it is mandatory that all nits (eggs) be removed from your child's hair before they can return to school. The lice shampoo must be repeated again in 8 – 10 days, as this will kill any nits that may have been missed, have hatched and ensure that there are no live lice.

Your child will be learning about lice and preventative practices that are encouraged. Screenings will be conducted throughout the year. If lice are discovered on your child at school, he/she will be sent home for the appropriate treatment. This treatment consists of washing the individual's hair with special shampoo, washing personal articles, and treating the environment. When your child returns to school, he/she must see the nurse prior to being admitted to the classroom. The child's hair must be nit free or he/she will be sent home until the nits are completely removed.

Head lice are not harmful but are a frustrating experience for everyone. Please check your child's head routinely to insure that he/she is nit and lice free.

Guidelines: Head Lice

Exclusions:

1. A child shall be excluded from school as soon as evidence of nits or lice is found. Exclusions shall be until after he/she has been treated with a pediculicide and all lice and nits are removed.

2. The nurse or other school official shall notify the parent/guardian of the head lice infestation by telephone and/or by confirming letter.
3. If a child has been identified as having a head lice infestation, every attempt will be made to contact parent/guardian to provide transportation home for the child. If the parent/guardian has no transportation or is unable to be contacted by the school, the child will be excluded from the classroom for the remainder of that school day and an alternative study area will be provided. The student will be sent home at the regular time on the regular route.
4. District policy allows for no more than three (3) days of absence per incidence of head lice infestation and treatment. Additional days absent will be counted as unexcused/illegal and citations for absence may be filed as per district attendance policy. Students may be allowed to make up all schoolwork missed during their absence.
5. Following the third (3rd) occurrence of head lice, all subsequent exclusions from school for head lice will be deemed illegal/unexcused absences. Citations for unexcused/illegal absences will be filed as per district attendance policy. Students may be allowed to make up all missed schoolwork during their absence.

Readmission:

1. The student must receive appropriate treatment with a pediculicide.
2. The student must have all of the live lice nits (eggs) removed from their hair.
3. The student may not ride the bus/van or attend classes until after he/she has been rechecked by the school nurse. Therefore, the parent/guardian must transport the student to be checked by the school nurse after the head lice are treated and the child is free of lice and nits. The parent/guardian is expected to stay at the school until the head lice examination is completed by the school nurse. It may be necessary for the parent/guardian to take the child to a different school to see the nurse.
4. The parent/guardian must provide documentation of the pediculicide and the date it was used.

Follow-Up:

1. The school nurse shall recheck all infested students before they may re-enter school and encourage parent/guardian to repeat pediculicide application per product instructions.
2. The school nurse shall check an infested student's school age siblings.
3. The school nurse will check classmates, friends, and relatives as warranted.
4. The school nurse will recheck students within 7-10 days from readmission.

SCHOOL SAFETY PROCEDURES

In order to ensure the safety and welfare of all students within the building, fire, severe weather, intruder, and evacuation drills will be conducted. In the event of an emergency that requires evacuation, the students will be escorted to St. Margaret's Church, located on the corner of Denver Street (across the street from the elementary school). School personnel will notify families if further action is necessary. Please do not call the school as phone lines may need to be used for emergency purposes.

ACCEPTABLE USE POLICY
Jamestown Area Elementary School

Student Responsibilities:

- Log on to any computer with your own user identity and individual password. The password should not be shared with anyone else.
- Report any computer problems or web sites accessed in error to the adult on duty in the room.
- Preview any reference material for its worth before choosing to print such information. Students must obtain permission from the adult supervisor before printing.
- Remain on task with the assignment given. Do not become distracted by other students or options presented by the software or links on the Internet.
- Keep the work area neat and clean.
- Internet Guidelines
- Elementary and middle school students will be permitted to use the Internet to gain educational information or up-to-the-minute news from sources such as newspapers and magazines, university libraries, government agencies, and research institutes.
- The student will be directed to sites that have been previewed by the teacher for appropriateness. At no time will the student be permitted to surf the Internet.
- The students will be closely supervised by a staff member during Internet use.
- Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
 - Use of the network to facilitate illegal activities.
 - Use of the network for non-school related work.
 - Use of the network to access obscene or pornographic material.
 - Use of inappropriate language or profanity on the network.

SIGN AND RETURN

Acceptable Use of Computer Network/Internet

The attached ACCEPTABLE USE POLICY serves as the Jamestown Elementary School’s computer and technology guidelines. They are to be thoroughly read and discussed by all students and their parents. Prior to use of the school’s computers, specifically the Internet, the Declaration of Adherence, given below, must be completed and returned to the student’s teacher. Please return the acceptable use policy form to the elementary school.

**JAMESTOWN AREA SCHOOL DISTRICT
ELEMENTARY LEVEL
ACCEPTABLE USE POLICY**

I have read the information contained in the Computer/Technology Acceptable Use Policy. I fully understand the protocol to follow when using the technology equipment provided by the Jamestown Area School District.

Any questions that I have about a course assignment involving use of the Internet will be directed to the teacher who made the assignment and is supervising the computer lab. Mr. Stence will answer any questions that I have regarding the use of the Network.

Should I breach any Acceptable Use Policy guidelines contained in the attachment and supported by the District, I understand that I will lose my privileges in accordance with the policy that I violated and further that I am subject to disciplinary action in accordance with school policy.

By completing this form, I agree to abide to both the principles and procedures described in the above named document. These rules have been reviewed in my Reference and Research technology class and the teacher has answered any questions that I had. Additionally, my signature and those of my parent(s)/guardian(s) means that we have read the document so named and agree with the guidelines and prohibitions detailed therein.

**JAMESTOWN AREA SCHOOL DISTRICT
ELEMENTARY LEVEL
ACCEPTABLE USE POLICY
DECLARATION OF ADHERENCE**

Printed name of student

Signature of Student

Grade/Homeroom Teacher

Signature of Parent/Guardian

Date

STUDENTS RIGHTS AND CODE OF CONDUCT

The Board of Education notifies students and parents that students are expected to accept the following responsibilities during their attendance in Jamestown Area Schools.

1. Students' 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.
2. No student has the right to interfere with the education of 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.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the students to:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
 - b. Be willing to volunteer information in matters relating to health, safety, and welfare of the school, community, and the protection of school property.
 - c. Dress and groom themselves so as to meet fair standards of safety and health, so as not to cause substantial disruption to the educational processes.
 - d. Assume that until a rule is waived, altered, or repealed it is in full effect.
 - e. Assist the school staff in operating a safe school for all students enrolled therein.
 - f. Be aware of and comply with state and local laws.
 - g. Exercise proper care when using public facilities and equipment.
5. Attend school daily, except when excused, and be on time for all classes and other school functions.
6. Make all necessary arrangements for making up work when absent from school and when serving a suspension from school.
7. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
8. Avoid inaccuracies and indecent or obscene language in student newspapers and publications.
9. It is the responsibility of the parents/guardian to:
 - Assist school officials by supporting school rules.
 - Assist their children in understanding and accepting their responsibility as students.
 - Work with teachers to see that work is complete and the child is prepared for school.
 - See that work is completed when child returns to school after an illness or suspension.
 - Accompany the child to all discipline, suspension hearings, or conferences.

JAMESTOWN AREA SCHOOL DISTRICT

Elementary Educational Travel form - 2 sided

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

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

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

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

Name of student _____ Age: _____ Grade: _____

School: JAMESTOWN ELEMENTARY SCHOOL Homeroom teacher: _____

Dates of desired absence (Inclusive): _____

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

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

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

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

_____ Approved

_____ Denied

Proposed Itinerary:

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

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

LIVING SITUATION/ HOUSING ISSUES/ MCKINNEY-VENTO

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

Section 725(2) of the McKinney-Vento Act¹⁰ defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes —

- Children and youths who are:
 - o sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
 - o living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - o living in emergency or transitional shelters; or
 - o abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are aware of any children in the school district who may possibly fit the above criteria, please contact a school principal or the school district’s McKinney-Vento liaison, Gary Kinnear at 724-932-3186 Ext 1110 or gary.kinnear@jasdmuskies.com. Services and support is available for these students.

McKinney-Vento Liaison

Gary S. Kinnear

724-932-3186 ext. 1110

gary.kinnear@jasdmuskies.com

SIGN AND RETURN

Jamestown Area School District
Handbook Acknowledgement

- I. I acknowledge that I have received a copy of the Jamestown Area’s Student Handbook for Grades K-6 for the 2018-2019 school year. I acknowledge that the policies in the handbook have been reviewed with me and that I have had the opportunity to read, ask questions about, and fully understand the policies and consequences contained therein (pertaining to students).
- II. I acknowledge that the use of a school desk/cubby is a privilege, not a right. While the Jamestown Area School District is willing to provide students with a desk/cubby in which to place school materials and personal property, I understand that the Jamestown Area School District does not relinquish its control of these desks/cubbies.

I have read and reviewed the “Searches” section of the Student Handbook (see page 49). **I understand that I have no expectations of privacy in my desk/cubby. I understand that my desk/cubby may be inspected or searched by a school official or employee at any time, for any reason** (pertaining to students).

- III. I specifically acknowledge that I have reviewed and understand the following policies and guidelines and consequences pertaining to each: “Attendance” (page 22), “School Bus Rules and Expectations” (page 30), “In-School Suspension” (page 36), “Cell Phones” (page 50), “Student Rights and Code of Conduct” (page 64), and any others in the student handbook (Pertaining to Students and Parents/Guardians).

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____