



JHS

# Student Handbook

2022-23

Welcome to Jamestown Area High School, the home of the Muskies!!!

I hope that you have had a fun summer and are ready to return to school with a positive attitude and a commitment to do your best! Here are a few new things you will find this year in the handbook:

- Act 158 Requirements (Pathways to Graduation)
- Safe 2 Say information
- Threat Assessment Plan information
- Information on Homeless Students (MCKINNEY-VENTO ACT)



-Mr. Keyser

Also, the information in this booklet is not all-inclusive but it has been carefully prepared to give you as much information as possible to be successful and have a positive experience.

Mr. Brian Keyser	Principal
Mrs. Kate Evans-Haines	Guidance Counselor
Mr. Gary Kinnear	Director of Special Education Services/School Psychologist
Mrs. Cindy Micky	School Nurse
Mr. Justin Pipp	Administrative Assistant
Mrs. Amber Sanderson	Guidance Office Secretary
Julie DeMarco	Athletic Director

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### **EQUAL RIGHTS AND OPPORTUNITIES POLICY (SB Policy #103)**

The board declares that we will provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

### **TITLE IX COMPLIANCE**

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 St., Jamestown, PA 16134, 724-932-5557.

### **ACADEMIC AWARD LETTERS**

A student would have to meet the following criteria to be eligible in grades 9-12:

1. Any student who achieves the status of High Honors (Principal's List) for all four (4) quarters of one school year beginning in 9<sup>th</sup> grade.
2. Any student who achieves the status of at least Honors for eight (8) consecutive quarters of two consecutive school years beginning in 9<sup>th</sup> grade.

Students who receive Academic Letters for their achievements would then be eligible to add pins to their letter for each additional time they would meet the eligibility requirements for a letter.

Also, students who participate in Academic Games would be eligible to receive award pins for qualifying at the state and national level competition

### **ACT 158 (PATHWAYS TO GRADUATION) (NEW)**

Act 158 of 2018 (Act 158) provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, **students must take the Keystone Exams for purposes of federal accountability**. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

### **ACTIVITIES**

Most clubs and activities will meet before school, during lunch or after school when the advisor believes it is necessary.

Student Council - Membership will consist of representatives from each grade elected by their fellow classmates. Members must maintain a "C" average and attend the meetings to remain eligible. An election will be in May - balloting in English classes for grades 8, 9, 10, and 11.

Yearbook- Students will work through the year on various publications that will reflect upon the events involving Jamestown students and to keep the community informed of school events.

National Honor Society - Membership is based on scholarship, service, leadership, and character. The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of the Jamestown Area High School.

Students must be a member of the sophomore, junior, or senior class to be eligible. The advisor and a faculty committee review eligible candidates. Selection is made using QPA, Student Activity Information Form and a possible interview process. New members are inducted in the spring. There is a membership due of \$5.00.

Spanish Club - The Spanish Club is open to all students currently enrolled in a Spanish class and maintaining a passing grade. Past Spanish students may be permitted to join, only if space is available. (membership 30 students).

Bible Club - Open to students who have an interest in learning more about the Bible. This is a student led club.

YSU Reading Program - Provides students an opportunity to compete with students from other districts using language arts skills.

Students for Charity - 12 students (3 each from grades 9, 10, 11, & 12), serve as a group to learn how a non-profit, philanthropic board of directors' functions. Students, led by a student chairperson and under the direction of faculty advisors conduct fund raisers and learn how to give the money away to support needs in both the local and greater community of Mercer County. Matching funds are donated by the Shenango Valley Foundation.

Art Club - The art club is open to students in grades 9-12 who are (or have been) enrolled in a senior high art class. Students may be involved in various art projects throughout the school and community.

Forensics - Student enter competition for speech and debate

History Club - This club is for students in grades 9-12 who are interested in learning more about local, U.S., and World History through research, discussions, activities, and possible field trips that will reinforce a desire to learn more about history.

FISH (Friends in Support and Honor) - This group is supported by the Jamestown Drug and Prevention Partners (JDAPP) and the Mercer Behavioral Health Commission. It is made up of students who want to be a positive role model to other students through living a life free of drugs and alcohol. This group sponsors various activities and programs which will highlight positive choices and lifestyles.

#### **AP Exams**

JHS offers the following AP (Advanced Placement) Courses: AP U.S. History, AP English Language, AP English Literature, and AP Biology. Students who are enrolled in these courses are eligible to take an AP Exam near the end of the school year which may earn them college credits at postsecondary school or college, depending on their score. Students must register and pay the required fee by the deadline imposed by the Guidance Office. Also, students who qualify for free or reduced lunches may be eligible for a discounted or waived exam fee. Students who qualify for a discounted or free exam must have at least achieved an 87% (weighted) for each of the first three quarters of the school year to be considered.

#### **APPOINTMENTS**

The following appointments are considered excused absences:

1. Doctor's appointments
2. Emergencies as determined by the high school principal.
3. Appointments to visit post graduate schools when scheduled through the guidance office. (The principal may limit the number of visits based on a student's grades, and attendance record).

If a student wishes to be dismissed from school early, he/she is required to bring a written statement to include:

1. Date and time dismissed

2. Time to return
3. Name and location of doctor or appointment information
4. Signature of parent or guardian

Approval must be given by the high school principal for an appointment. **Shadowing, Military and College placement testing that have been pre-arranged through the guidance office may show no time lost. A letter from the college or recruiter and a completed form for shadowing are required prior to the date of absence.**

**Non-authorized appointments (which includes driver's exams) will be considered an unexcused absence and be subject to the provisions of the attendance regulations.** Students with an appointment must sign out in the office when leaving school and sign in when returning.

**\*The High School Office must be made aware of any appointments and contact with students must be made through the office. Any student found to have been communicating with parents/guardians by an electronic device that is not approved by the office will be considered to have violated School Board Policy #227 dealing with cell phones and will receive an after-school detention for each offense.**

#### **ATHLETICS (Interscholastic)**

Students are encouraged to become involved in interscholastic athletics as a participant or spectator. The following sports are offered for your enjoyment and to aid in your physical, emotional and social development as a student athlete.

##### Boys

Fall - Cross Country gr. 7-12  
Golf 9-12  
Soccer (with GHS)

Winter - Jr. High Basketball  
Sr. High Basketball

Spring - Baseball gr. 9-12  
Track & Field 7-12 (with GHS)

##### Girls

Fall - Volleyball gr. 9-12  
Cross Country gr. 7-12  
Jr. High Basketball  
Golf 9-12  
Soccer (with GHS)

Winter – Sr. High Basketball  
Cheerleading gr. 9-12

Spring - Softball gr. 9-12  
Track & Field 7-12 (with GHS)  
Jr. High Volleyball gr. 7-9

Wrestling (Co-op with GHS gr. 7-12) (Males and Females)

**Eligibility:** All students must meet the qualifications established by the P.I.A.A. and local school district.

1. All students must pass a physical exam and have written permission from their parents to participate.
2. Students must have passed the required number of credits the previous grading period. Students not meeting this requirement are ineligible for a three (3) week period (15 school days) of the next grading period.
3. Students must be passing at least four - full credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis throughout the season from the first day of practice until the last game. *All student-athletes must also be passing at least 2 core courses on their schedule (English, Science, Math, Social Studies) in order to be eligible for participation in JHS Athletics.*
4. Students must attend school on a regular basis and be in school by 11:30 the day of the event to be eligible for participating in a game or practice.
5. Students must remain in good standing as a student.
6. Students must abide by the policies and guidelines established by the school board, principal, and the coaches. This may include academic standards above those established by P.I.A.A.

7. Students participating on a high school team may not be a member or participate on an independent team during the same season without permission from P.I.A.A. (See the Athletic Director).
8. Students must show proof of having accident insurance.
9. The following guidelines have been developed for any student who wants to participate in a sport that we do not currently offer at Jamestown:

- a. Students must demonstrate a genuine interest and the ability to compete at the level being considered. Qualifying score, etc. will be required.
- b. Students who qualify will be entered in the appropriate level of competition and excused from school if necessary.
- c. Home schooled students are eligible to participate in JHS athletic programs.
- d. Students must meet the eligibility requirements of P.I.A.A. and Jamestown High School.
- e. Incidental expenses incurred as a result of participation are the responsibility of the athlete and his/her family.
- f. A parent/guardian or designated adult, must accompany the student as coach to all events that are entered. All required clearances must be completed prior to any student participation. The cost for these clearances will be the parent's responsibility. These forms are available in the Business Office. Allow six weeks for these clearances to be processed.
- g. Transportation for the student athlete will be the responsibility of the parent(s).
- h. Accident and liability insurance for the student athlete will be the responsibility of the parents.

*\*Any student-athlete who receives either an In-School or Out-of-School Suspension will not be permitted to participate in an athletic activity (practice or game) from the time of the notice of suspension until the day following their period of suspension.*

#### 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. 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 high school after 9:00 am, who were not late because of a doctor's or dentist's appointment, etc., 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 by giving the secretary the child's name and homeroom teacher's name. 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 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. Non-school-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.
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 six (6) years of age until the child reaches **eighteen (18) 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. This change began with the 20-21 School Year.

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.

*\*Please refer to the Phased School Reopening Health and Safety Plan (on district website) to review the procedures for Monitoring Student and Staff Health and how it affects attendance.*

### **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.

**\*Any student who attends the school district's cyber program must log in each school day in order to be considered in attendance.**

#### **AWARDS**

The following awards have been recognized by the Jamestown Area School District to promote academic excellence, leadership, character, and service.

##### **English Award:**

Given to the outstanding English student in the senior class.

##### **Social Studies Award:**

Given to the outstanding social studies student in the senior class.

##### **Mathematics Award:**

Given to the outstanding mathematics student in the senior class.

##### **Senior Art Award:**

Awarded to the outstanding senior art student.

##### **Perfect Attendance:**

Awarded to students who have no tardies and no absences from school. Students attending a recognized field trip are counted present for a day of school. **Pre-arranged** shadowing experiences, college visits or testing and military visits or testing may qualify as field trips. All pre-arrangements must be made with the guidance counselor, **before** the day of the absence.

##### **John Philip Sousa Award:**

Given to the senior instrumental music student who best exemplifies achievement, attendance, attitude, character, leadership, musicianship, and service.

**Arion Award:**

Given to the senior vocal music student who best exemplifies achievement, attendance, attitude, character, leadership, musicianship, and service.

**Merle Higgins Freedom Award**

Given to a male and female of the Senior Class who is chosen by secret ballot by classmates who best represents loyalty, service, and honor. Given in honor of alumnus Merle Higgins, who was killed while serving his country in the Vietnam War.

**David Veverka Memorial Award**

Given to a Senior who is chosen by a faculty scholarship committee as the student who best exhibits the characteristics of service, honor, and commitment. Given in honor of alumnus David Veverka, who was killed while serving his country during Operation Iraqi Freedom.

**Don Greggs Memorial Scholarship**

Chosen by the faculty scholarship committee. Given in memory of Don Greggs, former district librarian.

**Bob Gay Memorial Scholarship**

Given by the Jamestown Area Volunteer Fire Department in memory of Bob Gay.

**McClimans Memorial Scholarship**

Given in memory of alumnus Joshua McClimans, who was killed serving his country in Afghanistan.

**Darian Keyser Memorial Scholarship**

Given in memory of Darian Keyser to a Senior Boys Basketball player

**BOOK BAGS**

Students are permitted to bring books bags, backpacks, or draw string bags to and from school. However, all book bags, backpacks, draw string bags, and oversized purses are to remain in assigned school lockers during the regular school day. Students in physical education class may use gym bags to take clothes to the locker room; but they must be returned to the student locker immediately following physical education class. *\*In the case of such instances as a pandemic, students may be able to carry clear, see-through backpacks that will be supplied by the school district.*

**BULLYING/CYBERBULLYING (SB Policy #249)**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for 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 that is severe, persistent or pervasive and has the effect of doing any of the following: 1. Substantially interfering with a student's education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyber bullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority:** The Board prohibits all forms of bullying by district students. The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

**Discrimination/Discriminatory Harassment:** Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

**Confidentiality:** Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

**Retaliation:** Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action. **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.

**Delegation of Responsibility:** 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 Code of Student Conduct, 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.

**Education:** The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities 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 Code of Student Conduct, which may include: 1. Counseling within the school. 2. Parental conference. 3. Loss of school privileges. 4. Exclusion from school-sponsored activities. 5. Detention. 6. Suspension. 7. Expulsion. 8. Counseling/Therapy outside of school. 9. Referral to law enforcement officials

### **CAFETERIA**

The cafeteria supervisors are always to be obeyed. The guidelines set up are for your safety and to ensure that students may eat with as little confusion as possible. Also, again this school year, breakfast and lunch for students are free each day.

1. Students are to remain seated unless returning their trays (no wandering around the cafeteria).
2. Students must have permission of the cafeteria supervisor to use the telephone, water fountain, guidance office, high school office, or restroom.
3. Students disrupting the cafeteria may be assigned seats, removed from the cafeteria, or receive other appropriate discipline.
4. Food and drink cannot be removed from the cafeteria unless there is a club/class function that mandates that students eat in a specific room.
5. **Open containers of liquids cannot be stored in lockers and must be disposed of.**

**Point of Sale program-** Parents are now able to add money to their child's account for snacks, drinks, etc. Call the high school office for details.

### **ALTERNATIVE LUNCH:**

An alternative lunch assignment may be necessary for students who repeatedly break school/cafeteria rules. The high school principal will assign alternative lunch when other efforts have failed to bring about positive results. Alternative lunch may also be assigned as a result of a severe behavior problem during lunch.

The duration of this assignment may range from five (5) days to the remainder of the school year depending on the severity and or frequency of a problem.

The following rules apply while assigned alternative lunch:

1. Student is not permitted in the cafeteria during lunch

2. At lunch time report to the alternative lunch room before the late bell sounds
  3. Bring books for the class following lunch
  4. No talking
- \*The student may bring a lunch from home or obtain a hot lunch from the cafeteria

#### CELL PHONES

Students are permitted to have cell phones during the school day. However, the phones must be **turned off, out of sight, and students are not permitted to communicate on them at any time during school hours unless permission is granted by the principal**. If a student violates this rule the consequences will be:

1. First Offense – Confiscation of the electronic device and parent/guardian contact. Student will be assigned after-school detention.
  2. Second Offense – Confiscation of the electronic device and parental contact. Student will be assigned an after-school detention.
  3. Third and Subsequent Offenses- Confiscation of the electronic device and parental contact. Student will be assigned In-School Suspension on the third and each following offense.
- \*The building principal will have the right to make the determination to give the student the electronic device back at the end of the school day or to turn it over to a parent/guardian.*

#### CHEATING POLICY

Honesty is a virtue that all should strive toward. Cheating in any way will be considered a serious matter and subject to the following measures:

- First Offense** - Zero on project, test, quiz, etc. and parents notified.
- Second Offense** - "F" grade for the grading period and conference with parents.
- Third Offense** - Referral to the administration.

#### COLLEGE AND MILITARY FACILITY VISITS

Visiting colleges, other postsecondary schools or military institutions is a valuable part of a student's career decision-making process. Seniors and Juniors are encouraged to participate in these types of visits during their high school career. **All visits must be approved by the Guidance Counselor prior to the visit and follow the procedures set forth by that office.** All students leaving school for such visits must turn in a note signed by a parent/guardian two days prior to the visit. Students are also required to bring back "proof of visit" from the college or institution they visited. The proof of visit must be in writing on the college's/institution's letterhead and must include the student's name, visit date and a staff member signature of the college/institution. Students who do not follow procedure will be issued an illegal absence and will not be permitted to participate in future college/institution visits for the remainder of the year. Attendance, grades, outstanding assignments, and disciplinary issues will be taken into account before permission is granted. No visits will be approved during the weeks of state assessment testing.

#### CONFERENCES (Parent - Teacher)

Parents are encouraged to request a conference any time they feel it is in the best interest of their child. Please contact the guidance office to make arrangements. (932-3186)

#### DISMISSAL

Students are to leave the building after school is dismissed. Students or parents entering after dismissal must check in at the high school office. No one is permitted in the building after school unless given permission or attending a practice, tutoring, or an event. The high school doors are locked at 4:00 PM.

If parents wish to pick up students after school, they are to meet the students as they leave the building. You can avoid the unnecessary delay in picking up your child by meeting them before they board a bus. Please do not block the bus loading zone in front of the high school office between 2:45 and 3:10 PM.

## EDUCATIONAL TRAVEL

Students may be legally excused from school attendance to participate in educational tours or trips as provided through PA school regulations. Parents or guardians should complete and have returned to the high school office the required forms **2 weeks prior to the proposed trip or tour**. Forms are available from the high school office and must be returned to the principal. The superintendent will approve or deny the request as per state law. 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. Any tested students who are absent for any mandatory testing will receive an "unexcused" or "unlawful" absence for each day missed.*
  5. Any exceptions to the above policy would require approval of the board of education.
- ***Educational Travel Days are considered excused absences and will be counted towards the 10-day total that constitutes a doctor's note being required. They also count against perfect attendance.***

## EXCUSED FROM SCHOOL

No student under the age of 18 will be permitted to leave school grounds without **written permission** from their parents. There will be no exceptions for any reason other than emergency. Even students 18 and older must have an approved excuse to leave school.

## FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age certain rights regarding educational records. They are:

1. The right to inspect and review the student's education records within 45 days the district receives a request for access
2. The right to request the amendment of the student's education records that the parent believe to be inaccurate or otherwise in violation of the student's privacy rights
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
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

## FACULTY OFFICE HOURS

Faculty office hours will be from 3:00 -3:40 on Tuesday, Wednesday, and Thursday, beginning with the week of September 13. Students are encouraged to meet with teachers for tutoring, study groups, library or computer use. Parents may also schedule conferences during this time. A quarterly calendar will be posted in classrooms and sent home with report cards to inform you of when teachers will be available on what days. There will not be office hours during the first two weeks of school, the weeks of November 22 and December 20, nor the last two weeks of school.

## FINAL EXAMS

A final exam or appropriate class project will be required in each one semester course (.50 credit) and each full year course (1.0 credit). A final exam or project may be required in other courses as determined by the teacher and high school principal. Final Exam and Semester Exam grades will be recorded on report cards. A Semester Exam and Final Exam will each be worth 10% of the Final Grade for each course.

An alternative to a final exam may be a project that would serve to assess a student's performance relative to the overall goals of the course. The exam or project will be defined by the teacher during the first two weeks of class for each course. The criteria for a class project in lieu of an exam will be:

1. To reflect study or research demonstrating higher order thinking, (i.e. application, application analysis, synthesis, evaluation).
2. To reflect communication skills, (i.e., writing, speaking, presentation of some type).



The purpose of the exam or project is to provide an assessment of the student and the course being taught.

#### **FLAG SALUTE & PLEDGE OF ALLEGIANCE (SB Policy #807)**

It is the responsibility of every citizen to show proper respect for their 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.

#### **FUND RAISERS (SB Policy #229)**

*Student Fundraising* shall include solicitation and collection of money by students in exchange for goods or services. The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity. District students are not obligated to conduct door-to-door sales for fundraising activities. Collection of money by approved school organizations must be approved by the principal. **Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent with school board approval.**

#### **GIFTED EDUCATION (SB Policy #114)**

A **Gifted Student** is determined to be a student of school age with an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ lower than 130 when other educational criteria strongly indicate gifted ability. Any determination of mentally gifted status shall include an assessment by a certified school psychologist.

The district's gifted education program shall provide the following:

1. Services and programs planned, developed and operated for identification and evaluation of each gifted student.
2. Gifted education for each identified student, based on the unique needs of the student, not solely on the classification.
3. Gifted education that enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs.

#### **GRADING/STUDENT ASSESSMENT**

The district's assessment system shall include a variety of assessment strategies which may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Demonstrations, performances, products or projects by students related to specific academic standards.
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Federal or state-mandated annual assessments.
10. Other measures, as appropriate, which may include standardized tests.
11. Computer software, which is used to support the curriculum, may also be used for grading purposes.

#### Grading Key

Student progress will be reported utilizing percentages. This includes quarterly progress reports and report cards.  
Grading Key:

**92-100%= Superior**  
**83-91%= Above Average**  
**73-82%= Average**  
**65-72%= Below Average**  
**0-64%= Failing**  
**I Incomplete**

**Final Grade:**

**Withdraw** - A withdraw will be given to any student who is removed from a class after the end of the first grading period (quarter). This will be assigned provided the teacher indicates the work is beyond the student's ability or because illness or an emergency has prevented the student from completing the course.

**Withdraw failing** - This grade will be given to any student who drops a class for any reason other than those reasons listed.

1. The administration will determine in consultation with the teacher that it is in the educational best interests of the student to be removed from the class.
2. Illness that prevents the student from completing the required class work.
3. An emergency determined by the administration that would prevent the student from completing the course work.

**Grades - Passing a Course:**

A student will receive a passing grade and credit for a course if any of the following apply:

1. He/She receives a at least a final grade of 65% when calculated by using percentages, **has received a passing grade in two quarters, one of which is either 3 or 4** and has completed all course requirements and final exam or project.
2. Based on the professional judgment of the teacher, the student has demonstrated an acceptable level of competency. In this case, the teacher must consult with the high school principal before assigning the passing grade.

**Grades - Class Rank (SB Policy #214):**

The Board authorizes a system of class rank, by percentages, for students in grades 9-12. All students shall be ranked together.

The process for determining class rank will utilize the final year percentage for each course for a given year. Students will be ranked according to these final percentages at the conclusion of each school year.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's final percentage and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

Students must be enrolled their entire **Junior and Senior Year** to be eligible for valedictorian or salutatorian at the time of graduation. Any student who is not enrolled for the entire **Junior and Senior Year** will also be unranked in the ranking system and will be given an approximate rank for transcript purposes.

Percentages from a public or private school will be accepted to rank students. In the instance that the sending school utilizes a different grading or ranking system, the principal will have the authority to convert the incoming student's records to the process and guidelines set forth in this policy. All attempts will be made to receive percentages from the sending school district within the first thirty (30) days of a student's date of registration. If no percentages are available within that time frame, letter grades will be converted to mid-range percentages.

## Grade Weighting

### AP COURSES

Students who take and successfully complete AP English Literature, AP English Language, AP U.S. History, or AP Biology, will be given a 5% increase in their earned percentage for each of the four (4) quarters and a final exam for each course.

Students who take and successfully complete Applied Calculus will also be given a 5% increase in their earned percentage for each of the four (4) quarters and the final exam.

### All Other Courses

*Each of the first three (3) quarters of the school year will be given an equal weight of 24% for each course. The fourth quarter grade will be given a weight of 18% with a final exam grade being given a weight of 10%.*

For Example;

<u>Q1 (24%)</u>	<u>Q2 (24%)</u>	<u>Q3 (24%)</u>	<u>Q4 (18%)</u>	<u>Final Exam (10%)</u>	<u>Final Grade</u>
81	90	85	86	80	84.92 (85- Rounded Up)
	<b>Earned Grade</b>	<b>Decimal</b>	<b>Percentage for Quarter</b>	<b>PointValue</b>	
<b>Q1</b>	<b>81</b>	0.81	24%	0.1944	
<b>Q2</b>	<b>90</b>	0.9	24%	0.216	
<b>Q3</b>	<b>85</b>	0.85	24%	0.204	
<b>Q4</b>	<b>86</b>	0.86	18%	0.1548	
<b>Final Exam</b>	<b>80</b>	0.8	10%	0.08	
				84.92%	Final %
				<b>85</b>	<b>Final Grade (Rounded Up)</b>

Formula: Decimal X Percentage weight for quarter = Point Value

The Point Values are then added and converted from a decimal to a percentage

Semester courses will have each of the two (2) quarters count as 45% of the semester percentage with as semester exam counting as 10%.

Quarter courses will count as 100%.

## **GRADUATION PROJECT**

Students will complete a Graduation Project that will be career-focused in accordance with the Chapter 339 standards for career counseling and development. Students will complete components of the Graduation Project each school year and keep a portfolio of their work through the course titled "Graduation Project". Students will present their portfolio at/near the

beginning of the second semester of their Senior Year (mid-January). **Failure to complete all of the required components and/or failure to present their project in a satisfactory manner will result in the student not being eligible to receive a JASD Diploma and forfeiting graduation.** A grade of "Incomplete" in any given school year will require the student to complete the Essential Components of the Graduation Project the following school year.

#### **GRADUATION REQUIREMENTS (SB Policy #217)**

In addition to a graduation project, students are required to successfully complete the following courses for credit to graduate from Jamestown Area High School. In grades nine (9) through twelve (12) every student shall obtain at least **twenty-three (23)** units of credit to include the following required units of credit:

<b>UNITS OF CREDIT</b>	<b>COURSE TITLE</b>
4	English 9, 10, 11, 12 (AP English can be substituted for English 11 or 12)
3	Mathematics
3	Science
3	Social Studies (AP U.S. History can be substituted for Current Issues)
2	Arts and/or Humanities
1.0	Health/Physical Education
6.5	Students select 6.5 additional courses among those approved for credit toward graduation by the school district including approved vocational educational courses.

The following courses must be satisfactorily completed in addition to the above listed required units of credit to graduate from Jamestown Area High School.

<b><u>ACADEMIC</u></b>	<b><u>GENERAL</u></b>	<b><u>VO.TECH</u></b>
.50 Comp. Lit.	.50 Comp. Lit.	.50 Comp. Lit.
	1.00 SB Math	1.00 SB Math
1.00 Government	1.00 Government	1 .00 Current Issues or Government
1.00 Current Issues	1.00 Current Issues	1.00 Prin. of Tech
.50 Life 101/.50 Personal Finance	.50 Life 101/.50 Personal Finance	

For further description of required courses see the student scheduling manual which is located on our district website.

Students meeting these requirements prior to the date of commencement may participate in the commencement ceremonies. Students who have not met the requirements for graduation may not participate in the graduation ceremonies. Credit for failed courses may be made up through summer school, district approved correspondence courses, college credit (official transcript) or by repeating the course at the home school or an approved high school. Courses may not be taken for remediation while the course is still in progress. Credit for remediation may be initiated only if the student has completed the course and has received a final grade in the course. Students completing correspondence courses for remediation must also pass a final exam for that course. The final exam will be administered by the guidance counselor at the high school.

#### **GUIDANCE SERVICES**

Guidance is a cooperative effort of the counselor and other staff members to help students improve their adjustment to school and to help them develop skills for dealing more successfully with problems encountered after leaving school. In order to meet the needs of students, we will work to the best of our ability to provide the following services within the guidance program.

1. Counseling - Goals of this will be to alter or improve student attitudes toward school in relation to attendance, achievement and interpersonal relations.
  2. Orientation - This will include new students, seventh grade students from our elementary and all transfer students regardless of grade.
  3. Information - This will include educational, vocational, social and personal information.
  4. Student Assessment - Group and individual testing for achievement, ability, aptitude and interests.
  5. Educational and Vocational Training - Career information relative to all types of training and educational materials.
  6. Peer Tutoring Program - A peer tutoring program will again be available through the guidance office. Peer tutors who volunteer and are accepted will be trained and assigned to assist students having difficulty with academic subjects. A tutor must be passing all his/her subjects and have at least a "C" average in the subject they volunteer to tutor. Credit for peer tutoring will be awarded, however, no letter grade will be assigned. Peer tutors are assigned when they are available.
- Students or parents requesting peer tutoring should do so through the guidance office. (NOTE: Students requesting peer tutoring are strongly encouraged to engage in office hours with a teacher in the same subject area in which he or she is receiving tutoring. Students participating in a JV or Varsity sport should be also attending office hours prior to practice when necessary.)
- Guidance Referrals will be made by parents and members of the school staff. Each observes the student from a somewhat different point of view.

#### **HALL PASSES**

Students must have a hall pass order to be in the hallways during scheduled class times. Students will also sign in and out from their scheduled class in order to leave and re-enter the classroom. Student Handbooks will no longer be utilized as hall passes. This is a privilege that will be granted when the teacher believes it is appropriate for students to be out of class.

#### **HEAD LICE**

Except for 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.

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 a frustrating experience for everyone. Your cooperation is necessary to maintain a lice free environment.

#### **HIV/AIDS (SB Policy #203.1)**

As required by Pennsylvania Law, our health 8 and health 10 classes will be providing instruction regarding prevention of human immunodeficiency virus (HIV) infection/acquired immunodeficiency syndrome (AIDS). Curricular materials used in this course may be examined and discussed at a parent teacher conference by calling the guidance office for an appointment at 932-3186. If a parent believes this instruction conflicts with their religious beliefs or moral principles or those of their child, they may request that their child be excused from that unit of the course. The notification must be in writing to the high school principal. Notification must be made each year that the child is scheduled for a health class.

The Board is committed to providing a safe and healthy environment for its students and employees. Current evidence suggests that the HIV virus is not normally transmitted by having casual contact with infected individuals within the school setting. Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

#### **HOMEBOUND INSTRUCTION (SB Policy #117)**

Homebound instruction is available to students who qualify in accordance with state regulations. Parents requesting information on homebound instruction should contact the high school office.

## **HOMELESS STUDENTS/HOUSING ISSUES (MCKINNEY-VENTO ACT) (New)**

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 Act<sup>10</sup> defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes —

- Children and youths who are:  
sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up"); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; or 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](mailto:gary.kinnear@jasdmuskies.com). Services and support are available for these students.

### **HOMEROOM**

**DAILY ATTENDANCE PERIOD** - This will be the same as your first period class and will last from 7:50 - 8:00 for taking attendance. Students will also be permitted to eat breakfast during this time. Permission slips for early dismissals/doctor appointments should be turned into the first period teacher or brought to the office at this time. Morning Announcements will also take place at this time before instruction begins.

### **HOMEWORK (SB Policy #130)**

You will be assigned homework in most classes. Assignments should be completed neatly, be on time, and be independently done (unless you are specified otherwise). It is the student's responsibility to ask for assignments when they are absent from class.

### **HONOR STUDENTS**

High honor students (Principal's List) and graduates must have a minimum academic average of 93%.  
Honor students and graduates must have a minimum academic average of 90%.

### **INSURANCE (SB Policy #211)**

Accident insurance is available through a school student insurance program for:

- Coverage during the school day
- Coverage for 24 hours per day.

Any student participating in interscholastic athletics or cheerleading must show proof of accident insurance of some type to participate.

### **KEYSTONE EXAMS**

Keystone Exams were introduced in the 2012-13 School Year to students in Grades 8-11. They are end-of-course exams in Algebra I, Literature, and Biology that the state is requiring students to pass in order to be eligible for graduation in Pennsylvania. Any Junior who was not proficient at a previous attempt on any or all of the Keystone Exams will re-take them

during a “winter window” (December-January). Juniors will also get a second opportunity to pass them in May. Students in Grades 8-10 will take them in May, depending on the Math, Science, and English courses they have been in during the school year.

#### **KEYSTONE REMEDIATION**

Any students entering Grade 10 or 11 who have shown proficiency on any of the Keystone Exams (Algebra I, Biology, Literature) will not be scheduled for remediation (if offered in the master schedule) in that tested area, unless there is no other class for them to attend. If a student has shown proficiency in one, two, or all three of the Keystone Exams they will still be given credit for completing the remediation course without sitting in the class.

#### **LIBRARY**

The library is available for your use from 7:50 a.m. until 3:00 p.m. daily (if staffing allows). Daily privileges are permitted with the permission of a teacher and the agreement of the librarian.

The following procedures will be used for library privileges during a study hall:

1. Students with passes from their classroom teachers should report directly to the library before the tardy bell. These passes should be to work on a specific assignment given by the teacher who issued the pass. As much as possible, these passes will be honored, however, there are times when the library is reserved by a teacher for their entire class. In such cases, students needing computer access may be taken to the computer lab or another available computer within the school. Students who need access to printed material may be permitted to take those reference materials to their study hall for use during that period.
2. Students wishing to come to the library for browse/recreational reading (not computer use) should report to their assigned study hall. The study hall teacher will be notified as to the space available in the library and will permit students to report to the library from study hall. Students should report to the library promptly and must make good use of the remaining time. Students on browse privileges are expected to work quietly & independently. Students are limited to one (1) browse pass per day.
3. Students may be denied browse privileges when any abuses become chronic (such as dawdling from study hall to library, excessive socializing during browse sessions) or when grades indicate that more study time is needed.

Students receiving an F on their report card or progress report will be denied browse privileges until the next progress report or report card.

Students going to the library for class assignments, research, projects, etc., must obtain a pass from their classroom teacher who assigned this work. Students will report directly to the library on time. Students should present their pass to the librarian immediately upon entering the library. (One name per pass). Teachers will issue passes between 7:45 - 7:55 each day or during class at the teacher's discretion.

The librarian will take roll each period and send a list to study hall teachers confirming who is in the library and how much space is available for browse and computer use. After receiving this list, study hall teachers should report any student who is AWOL on the absent from class form.

#### **A. Circulation Policies:**

##### **1. Library Books**

- a. Library books are signed out for a two-week period, with one renewal period of two weeks. Student ID may be requested at this time.
- b. Certain books may be placed on restricted circulation when being used by a teacher and students for a particular assignment. Such teacher and the library staff will determine specialized circulation rules for those titles.
- c. Reference books do not circulate, but on occasion special permission may be granted for overnight loan. Such arrangements must be made with the librarian or aide, with the understanding that the material must be returned prior to the beginning of the next school day.

2. Magazines: Magazines are available for students to read when they are visiting the library and all of their academic work is completed.

#### **B. Overdue Books and Magazines**

1. First Overdue Notice

a. An overdue notice is sent the first week requesting the student to return the book or make arrangements to renew the book.

2. Second Overdue Notice

a. A second overdue notice is sent the second week requesting the students to return the book or make arrangements to renew the book. A student will not be able to sign out any more library materials until they return their over-due material or make arrangements to renew the book.

3. Final Notice

a. The final notice is sent after one (1) month requesting the student to return the book that day. The librarian will discuss the matter with the student. If the book is lost, the student will be billed by the business office for the book. If the student has not made arrangements to return the materials or make retribution, sign out privileges will be suspended.

C. Fines

1. Students will be fined \$2.00 and subjected to disciplinary action for removing bar code labels from library books

**Internet Usage:**

Students and parents are required to read the information contained in Computer/Technology Rules and Contract and to sign the Declaration of Adherence, and return this document to the librarian. **Access to the technology equipment will be denied until this document is on file. COMPUTER USAGE AND INTERNET ACCESS WILL ONLY BE PERMITTED FOR SCHOOL-RELATED ASSIGNMENTS OR PROJECTS!**

**LOCKS AND LOCKERS**

Students are encouraged to secure their books and belongings with a lock for their lockers. Students may obtain a lock at no charge by requesting one through the high school office. **(Only school issued locks are permitted on lockers.)** The school will not be responsible for anything taken from your locker! Athletic Groups or Clubs who want to decorate locker must have the permission of the Principal before doing so. Locks lost or damaged lockers must be paid for by the student at replacement/repair cost.

**LOCKERS- SUBJECT TO SEARCHES (SB Policy #226)**

It is School Board policy that all lockers are and shall remain the property of the school district. As such, students will have only a limited expectation of privacy in their lockers. No students may use their locker as a place to store something that is prohibited by law. The principal may inspect a locker at any time, based on reasonable suspicion. The administration is also authorized to conduct random general searches of lockers when the school district has a compelling interest in protecting and preserving the health, safety, and welfare of the school population. Students will assume the responsibility of maintaining the security of their lockers. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any other device used to protect the health, safety, and welfare of all students. Students will be given the opportunity, if in attendance, to be present during a search of a specific locker unless the principal deems the potential contents in a locker may pose a threat to the health or welfare of students or staff.

**LOST AND FOUND**

Articles found should be turned into the high school office. Articles may be claimed in the office by those students who have lost the article. The office will keep lost articles for one week.

**MEDICATION (SB Policy #210 & 210.1)**

The Jamestown Area School district recognizes that parents have primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Before any medication may be administered to or by any student during school hours, the Board shall require:



1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.
2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which it is to be administered or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

**All medications shall be administered by the certified school nurse, LPN, or self-administered (in emergencies only) by the student upon written request by the physician and parent/guardian.**

Prior to allowing a student to self-administer emergency medication, the district will require the following:

1. An order from the licensed prescriber or provider for the medication, including a statement that is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

Also, **Parents Must Bring** the medication to the school. (No student is permitted to bring medication to school).

**No medication will be given if the above is not followed.**

#### ASTHMA INHALERS

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when it is parent authorized.

Before a student may possess/use an asthma inhaler during school hours, the following is required:

1. A written request from the parent/guardian that the school complies with the order of the physician.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of any liability.
3. A written statement from the physician which states:
  - Name of the drug
  - Prescribed dosage
  - Times medication is to be taken or situations to be taken
  - Length of time the medication is prescribed
  - Diagnosis, unless confidential
  - Potential serious side effects
  - If the child is qualified to self-administer the medication via inhaler

#### MESSAGES

Students will not be interrupted during classes for phone calls from home unless it is an emergency. Parents are urged **not to call** the school to leave routine messages for their child. A state law prohibits students from using telephone paging devices at school or any school-related function. **Parents are also asked not to call or text students on cell phones as it will be considered a violation of the school district's policy and procedures regarding cell phones.**

#### NURSE

Mrs. Cindy Micsky is our school nurse. Her office is in the elementary school; however, she also works a few hours a day in the high school. If you have any questions concerning your child's health in school, Mrs. Micsky is available to answer your questions most days at (724) 932-3181, extension 2016.

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

- Primary care for injury or illness
- Special screening tests
- Assisting the school physician in giving physical examinations to those students who choose this service
- Assisting 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. A reminder to parents; If you wish to have your child taken out of the fluoride program, you must notify the school nurse in writing.

Students are required to report to the office before reporting to the nurse. If you have an emergency and the nurse is in the elementary building, she will be called to assist you.

#### **PARKING**

Students who drive to school are encouraged to park in the school lot. However, students must have a valid parking permit issued by the high school principal. Student parking is not permitted anywhere on the hill behind the school or along the field on Shenango Street. Requests must be made on the appropriate form available in the high school office. Loitering in the parking lot before or after school is prohibited and consequences may be issued. Students using tobacco in the school parking area is also prohibited and if caught, charges will be filed with the local magistrate.

Strict adherence to the flow of traffic signs (entrance - exit) is required for all students using the parking lot. At dismissal all traffic must turn left when exiting the parking lot.

Students must not park in front of the Fair Office Building. Also, students who park on Jamestown Fair property will be respectful of their property or will be denied the privilege of parking there.

#### **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-containerized 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.

### PHYSICAL & DENTAL EXAMS

The State Department of Health requires that all 7<sup>th</sup> grade students have a dental exam, and that all 11<sup>th</sup> grade students receive a physical exam. These exams can be provided by the school with parental permission or provided by the family dentist or doctor. Parents who choose to have the exams done privately must have the dental and physical forms returned to the school nurse before the last day of school. If the appropriate form or forms are not returned to the nurse prior to the last day of school, the student's report card will be held in the office.

### PHYSICALS for SPORTS

All student athletes must pass a physical exam. The exam is free of charge when students schedule through the school nurse to have the school doctor provide the exam. Students who miss this opportunity or who choose to use a family physician may do so at their own expense.

### PHYSICAL EDUCATION

Physical education is a required course. Students must dress appropriately and participate to earn credit. Proper dress is: gym shorts, clean tee shirt, socks, tennis shoes with laces tied, sweat shirt, sweat pants, or warm ups. Consequences for not dressing properly will be reflected in a student's grade.

Valuables will be secured by the teacher; however, valuables are not the responsibility of the instructor or the district.

Students can miss 1 class each 9 weeks without having their grade affected. Doctor's excuses from PE due to illness or injury should be presented to the high school office. Gym class may be made up during office hours. Students should expect skills tests. However, the fate of each student's grade lies within the individual and his/her approach to physical education. If the student is positive and eager to participate, then the learning situation is enhanced.

### PROGRESS REPORTS

Progress Reports will be mailed home at mid-term each quarter to the parents of students who receive unsatisfactory reports from their teachers.

### PROMOTION/RETENTION (SB Policy #215)

Promotion at Jamestown Area Middle & Senior High School will be determined by the courses satisfactorily completed for credit. Accountability for the 23 credits required for graduation will begin with the freshman year. Promotion standards are:

#### Class

#### Examples

Senior	17 credits from 9th, 10th, and 11th grades or Schedule that will enable a student to graduate with their class.
Junior	11 credits from 9th and 10th grades (7 from English, math, science, social studies).
Sophomore	5 credits from 9th grade (3 from English, math, science, social studies).
Freshman	4.5 credits from 8th grade (3 from Lang. Arts, math, science social studies).
Eighth	4.0 credits from 7th grade (3 from Lang. Arts, Math, science, social studies).

The high school administration, in consultation with the guidance counselor, may make placement in some cases based on circumstances, which would serve in the best interest of the student.

### PROTECTION OF PUPIL RIGHTS (SB Policy #235)

Prior consent of the student (if the student is an adult or emancipated minor) or in the case of a non-emancipated minor, prior written consent of the parent is required for any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or his family.
3. Sexual behavior and attitudes.
4. Illegal, anti-social, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving

financial assistance under such program).

Additionally, in any covered program, all instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis or evaluation or part of any applicable program shall be available for inspection by the parents or guardians of the children.

#### **PSSA TESTING**

PSSA Testing is administered to 7<sup>th</sup> and 8<sup>th</sup> grades at the high school. In April these exams will be administered in Math, Reading, Writing, and Science. Scores are usually available in mid-June. Parents/Guardians of tested students will receive an individual student score report at or near the beginning of each school year if they are made available by the state.

#### **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'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.

#### **RESIDENCY (SB Policy #200)**

Legal documentation must be shown providing evidence that a student is residing in the school district. This may include custody agreements, guardianship transfers, mortgage or rental statements, utility bills, tax bills, or driver's licenses. Students attending school in the JASD must spend the majority of evenings overnight in the district. If the administration is made aware of a student who is not legally residing in the district an investigation may commence, and additional documentation may be required by the parent or guardian of record. **Also, if a student transfers to another district and is believed to still be residing in this district, the administration of the receiving district will be informed of the potential violation. If there is a transfer due to potential "athletic intent" to another district, both District 10 and PIAA officials will be contacted.**

#### **RESTROOM PRIVILEGE**

You will be permitted to use the restroom when needed. When a student abuses this privilege, a teacher may refuse to issue the pass. If you insist it is an emergency, you must notify a staff member and proceed and report to the office, where you may use the facilities. In this circumstance, it will be necessary for you to obtain a pass from the office to return to class. Students are encouraged to use the restroom during class changes and during their lunch period.

#### **RODGERS EDUCATIONAL FUND**

Loans (up to \$2000.00) are available to Jamestown Area School District students furthering their education at an accredited institution beyond high school. This money is interest free while the student continues in school and at a very low rate of 1% after completion of schooling. For detailed information, see the guidance counselor. Applications may be obtained from the Guidance Office beginning April 1 and are due back to the Guidance Office by April 30.

#### **SAFE 2 SAY (New)**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses, and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

### **SCHEDULING**

Scheduling will be handled by the Guidance Office. Course selection sheets for the following year will be available in January & February.

All students will make final decisions on their schedules by July 15. After that, all schedule changes must be made through the high school office. Student schedules will be changed only upon the recommendation of the classroom teacher or high school principal due to difficulty of course content.

### **SCHOLARSHIPS**

Financial aid is available for education and training beyond the high school level. Information regarding scholarships can be found on the Jamestown Area School District Website. Every attempt is made to keep both the student and parent aware of what is available and the deadlines for applications. Ultimately, it is the responsibility of the student to research, obtain, complete and forward the application(s) to the proper address by the deadline specified. The Guidance Counselor is available to assist in facilitating this process. All scholarships that need to be turned in to and/or handled by the Guidance Office must be done at least 10 days prior to the deadline of the application. Students who do not follow this process will not have a guarantee that their scholarships will be processed before the deadline.

### **SCHOOL CANCELLATION**

When school is canceled due to inclement weather or icy roads the announcement will be on the following tv/radio stations before 6:30 A.M. Calls will also be made to all student contact numbers using the Blackboard Connect system and information will be placed on our district webpage (<http://www.jamestown.k12.pa.us/>) and our Facebook Page (<https://www.facebook.com/JamestownAreaSchoolDistrict>).

### **SENIOR TRIP**

Each year the Board of Education may authorize a trip for the seniors. The money to finance the trip will be the responsibility of each student attending. Some of the money to defray the expense may come from the treasury of the class. Only Seniors who are good school citizens and who are meeting academic graduation requirements will be eligible for the trip. There will also be a pre-determined number of Seniors who are committed to attending and have paid any initial fees or raised the money via fundraising, before the final preparations are made for the trip. This number of attendees will be decided upon annually by the Principal and Senior Class Advisor.

### **SOCIAL EVENTS (SB Policy #231)**

Middle school and senior high school events will be scheduled separately whenever possible. Students attending events are expected to follow the rules and regulations outlined for each event. The following general guidelines apply to all events.

1. Students that leave a function (including athletic events) before it is over may not return.
2. Persons attending must be enrolled in the school and in good standing.
3. All students must behave like ladies and gentlemen and are expected to follow the instructions of the chaperones.
4. To attend an after-school event, the student must have been in attendance during the day.
5. Dances will be scheduled for Friday evenings, if able, from 7:30-10:30. Grade 7, and 8 students attending dances must stay for the entire dance, unless a parental note has been provided to the high school office in advance and the parent is the person picking the student up.
6. No beverages are permitted in the new gym.
7. Beginning with their third (3) detention hour each year, students issued detention will not be permitted to participate in or attend any school related activity until all detention time owed is made up.
8. The Junior class sponsors a Prom held each year in the spring. The time and place must be approved by the high school principal. Students attending must report by the designated time and cannot return if they depart early. Guests (anyone not attending JHS) must be registered with the junior class sponsor 1 week before the prom. Sophomores in good standing may attend the prom only if escorted by a junior or senior for the evening. The after prom is open to all JHS juniors and seniors; you must report to the after prom by the designated time. The after prom is a school-sanctioned event and falls under the jurisdiction of school district policies and procedures.

**\*The administration reserves the right to deny attendance at dances, the annual Jr./Sr. Prom, and other social events to any JHS student, student from another school or educational setting, or any adult.**

#### **SPECIAL NEEDS STUDENTS (SB Policy #113)**

Special needs students and parents will receive counseling each year to determine the best possible placement and vocational training.

1. Public Awareness of Special Education – support. All students in the Jamestown District are eligible for screening activities to identify anyone in need of deaf or hearing-impaired service support, blind or visual support, and speech or language location of screening activities to be held by the district are as follows:

High School and Grades 7 & 8:

- A. Hearing - September-October, nurse's office
- B. Vision - September-January, nurse's office
- C. Speech/Language - identified in elementary years and/or by referral from staff or parents. (Specific times vary according to student schedules but will be during the school day).

2. Protected Handicapped Student - Parents should be aware that the Jamestown Area School District does not discriminate against protected handicapped students. Students that qualify for protected handicapped must meet the following qualifications:

- \* Be of an age at which public education is offered in the school district (6-18).
- \* Have a physical disability which substantially limits or prohibits participation in or access to an aspect of the student's school program.
- \* 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 Handicapped" 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.

#### **STUDENT ASSISTANCE PROGRAM (SAP) TEAM**

This is a voluntary program that pairs highly trained professionals with students and families to offer assistance when a student is experiencing a barrier to his or her education. These barriers can include social issues, truancy, a recent loss, mental health issues, drug and alcohol issues, etc. The SAP team is comprised of JASD staff and faculty and representatives from local and regional social services agencies. A written referral process is used to identify a potential barrier and then contact is initiated with the student and family if SAP is deemed appropriate. The SAP Team can be accessed by contacting the Guidance Counselor or High School Principal.

The SAP Team also works with and monitors those students who have violated the Unauthorized Use/Drug and Alcohol Policy relating to extra-curricular activities.

#### **STUDENT RECORDS (SB Policy #216)**

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

#### **STUDENT RECRUITMENT/MILITARY RECRUITMENT (SB Policy #250)**

In accordance with the law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and of the armed forces of the United States. If a parent/guardian does not wish to have their student's information released they need to make a written request to the principal each school year.

#### **STUDENT SERVICE CREDIT**

Several opportunities are available for students to earn credit by being of service to the student body. Peer tutors, library cadets, photography assistants, lab assistants, art assistants, school tutors and technology assistants are options for this year.

### STUDY HALLS

These periods are provided for you to prepare for your classes. Students are expected to use them accordingly. All students must have study materials with them when they report to study hall. Failure to consistently comply with study hall rules will result in disciplinary consequences.

### SUMMER SCHOOL

Students who desire to attend summer school for credit may do so with approval of the high school principal. Courses taken for remediation must receive prior approval through the guidance office. Courses taken for advanced credit must receive prior approval. Students permitted to take correspondence courses for remediation must also pass a final exam to earn course credit. A final grade will be issued once a course is completed. This grade will be transferred to the student's permanent record; however, the grade will not become part of the student's overall grade point average or class rank. All summer school letters are sent to parents with a student's final report card in June.

### SURVEYS (SB Policy #235.1)

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Board before being administered to students. Also, parents are permitted to view the survey prior to administration and also have the right for their child to opt out of the survey.

### TARDY TO CLASS

Students are expected to be on time for class. Any student who has been detained in a class should obtain a pass signed by that teacher. Any student who is late for class without a pass or acceptable reason will be subject to the consequences established by that teacher.

### TEACHER QUALIFICATIONS

Any parent/guardian residing in the Jamestown Area School District has the right to know the professional qualifications of their child's teachers. Contact the Superintendent's Office to request information relevant to the qualifications of your child's teachers.

### TESTING PROGRAM

Various tests are given to the students during the course of the year. The purpose of these tests is to provide the staff and the parents with information concerning each student's ability, achievement, and interests.

Grade 7	PA System of School Assessment (Spring)
Grade 8	PA System of School Assessment (Spring) Keystone Exams (if taking Algebra I) (May)
Grade 9	Keystone Exams (if taking Algebra I or Biology) (May) PSAT 8/9
Grade 10	ASVAB (September) P.S.A.T (mid-October) Keystone Exams (May)
Grade 11	P.S.A.T. (mid- October) Keystone Exams (December-January and May)) S.A.T. A.C.T.
Grade 12	S.A.T. and A.C.T. as scheduled

**\*Keystone Exams will be administered for Grade 11 during a December-January testing window for those students not showing proficiency on the Algebra I, Biology, and/or Literature exam. Those students in Grade 11 still not proficient on any of the Keystone Exams will be able to re-take them in May along with students in Grades 8-10. Students taking one of more Keystone Exams in Grades 8-10 will do so based on the Math, Science, and English courses they have taken during that school year.**

## TEXTBOOKS/OBLIGATIONS

Students are expected to care for the books and equipment issued to them by the school. Textbooks must be protected by book covers at all times. Any **damaged or lost books** or equipment must be paid for by the student. Students with obligations due cannot participate in commencement exercises and will not be issued a 4th quarter report card.

## THREAT ASSESSMENT PLAN (New)

The Jamestown Area School District (JASD) has created this Threat Assessment Plan to have a team and process in place to assess any threats of violence that may occur. The Threat Assessment Team consists of school district professionals and any outside persons deemed necessary who will work together with the local authorities to thoroughly assess and address any threats of violence. The team was created to help parents/guardians, students, and staff have insight into how the Jamestown Area School District responds to threats.

The school district is made aware of concerns/threats from various sources, to include:

- Students, parents/guardians, staff, and community members
- Safe2Say ([www.safe2saypa.org/1-844-723-2720](http://www.safe2saypa.org/1-844-723-2720))
- Local law enforcement or PA State Police
- Gaggle alerts as part of the JASD technology monitoring program

### Purpose of the Threat Assessment Team

The purpose of the JASD Threat Assessment Team is to:

1. Meet when made aware of a threat of violence
2. Create and promote a safe school climate
3. Utilize the Threat Assessment Process when warranted
4. Review and recommend changes to school board policy as needed
5. To provide relevant information to stakeholders

### Background

[Act 18 of 2019](#) amended the Public School Code of 1949 by adding [Article XIII-E, Threat Assessment](#). Among its provisions, Article XIII-E requires the establishment of threat assessment teams for all school entities in Pennsylvania.

What is Threat Assessment?

For nearly two decades, federal law enforcement and education agencies have recommended the use of multidisciplinary threat assessment in schools as a strategy to prevent targeted violence and other safety concerns. Threat assessment was initially developed by the U.S. Secret Service to identify potential threats to public officials, and has since evolved into a scientific, systematic approach to analyzing and mitigating dangerous situations ("targeted violence") in settings that range from workplaces to campuses to K-12 schools.

## TRANSPORTATION

### SCHOOL BUS REGULATIONS

Pupils eligible for bus transportation are given bus assignments by the superintendent of schools. It is violation for a pupil 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 or her assigned stop. Change of buses may be granted only upon written request from the parent and must have the approval of the superintendent. This is only permitted in emergency situations.

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

If the bus does not arrive after a "reasonable" wait (at least one-half hour in inclement weather), the pupil 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.

There are certain rules that are designed for all the discipline and safety of the occupants of a school bus. It is the pupil's responsibility to know and obey these rules and regulations. Failure to comply with these rules may result in loss of riding privileges.

A. Previous to loading



- a. Be on time at the designated school bus stop--keep the bus on schedule.
- b. 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.
- c. Wait until the bus comes to a complete stop before attempting to enter the bus. Enter in an orderly manner.
- d. Be careful in approaching bus stops.
- e. Respect the property rights of people who reside at or near the bus stop.

B. While on the bus

- Remain in the seat while bus is in motion.
- Always take a seat assigned by the driver.
- Keep feet on the floor of the bus when seated.
- Keep laughter, talk and noise at a low level.
- Pushing and shoving while getting on or off the bus is prohibited.
- Eating, drinking, or smoking are not permitted on buses.
- Do not extend hands, arms, or head out of windows.
- Fighting is not permitted.
- Swearing is not permitted.
- Students are expected to always follow instructions of the driver.
- Transportation by school bus is a privilege and not a right.
- Treat bus equipment as you would valuable furniture in your own home.
- Damage to seats, windows, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Keep the aisle clear.
- Do not throw anything out of the bus window.
- The school bus driver has the same authority on the bus as the teacher has in the classroom.
- Throwing objects is prohibited on the bus.

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. Help look after the safety and comfort of small children.
3. Be alert to a danger signal from the driver.
4. Do not leave school property without permission after your bus arrives at school.

D. 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 and driver and will deal with the incident according to severity.
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 place the student on probation.
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.
4. **Any Further Incidents:** Could result in the loss of bus privileges up to ten (10) days. When a formal hearing precedes the suspension, the child could be suspended for longer than ten days.

A violation could result in loss of riding privileges immediately. Some of these are: **Smoking or using drugs or tobacco in any form; destroying bus property; striking matches or lighting firecrackers; consuming alcohol;** and anything that **impairs or endangers the lives** of the students or drivers.

Peer tutoring may be available to students having difficulty. Students or parents requesting peer tutors should do so through the guidance office. There is no fee for peer tutoring on school time, however, professional tutoring expenses will be the responsibility of the parents.

(NOTE: Students requesting peer tutoring are strongly encouraged to engage in office hours with a teacher in the same subject area in which he or she is receiving tutoring. Students participating in a JV or Varsity sport should be also attending office hours prior to reporting to practice when necessary.)

#### **VO-TECH/MCCC (SB Policy #115)**

The guidance office distributes and processes all applications to the Mercer County Career Center. A tenth-grade tour to the MCCC is scheduled in November. Parents are encouraged to contact the guidance office for both general and specific information concerning applications, selection process and programs of study available. MCCC is available to students in Grades 11 and 12 (*and any students in 10<sup>th</sup> grade enrolled in Cosmetology*). In accordance with school board policy, it may be necessary for MCCC students to take some course work through correspondence or other means as approved by the high school principal. **THE COST FOR SUCH COURSE WORK IS THE RESPONSIBILITY OF THE CHILD AND THE PARENT.**

All students are encouraged to investigate the training and opportunities available at the Mercer County Career Center. The following standards must be met before students are assigned to the Mercer County Career Center:

#### **1. Attendance Standard:**

- f. Fewer than **9 days** absent from the previous year of school
- g. Fewer than **4 days** absent the first semester of the current year
- h. A long-term illness or special circumstances, as determined by the high school principal, will be taken into consideration

#### **2. Citizenship Standard:**

- i. Compliance with school rules
- j. No more than **six detentions** the previous year unless an exception for special circumstances is made by the high school principal in consultation with the counselor and staff.

#### **3. Academic Performance Standard:**

- k. Enough credits to qualify to be a junior or senior in good standing (projected grades of sophomore or junior year included).
- l. On track to meet the outcomes necessary to qualify for graduation

Students enrolled in the Mercer County Career Center are expected to maintain. The standards set above during the year(s) of attending the Center. A student who falls short of meeting any one of the standards set for attendance, citizenship, or academic performance may be removed from the Career Center until which time the student demonstrates improved performance in the area of deficiency. Proper notice will be given to the parents and students as any one or more of these areas becomes a potential problem area for the student.

#### **VIDEO EQUIPMENT ON SCHOOL BUSES**

Video and audio observation systems may be in district contracted buses and are the property of the district and/or contractor. All students will be notified that they are subject to being video recorded on the school bus at any time. The school district will also notify parents that equipment may be placed on buses and that actual recording will be audio and video. This type of monitoring is meant to augment the written disciplinary reports by the bus driver, not take the place of reports.

Tapes produced by the video monitors will be reviewed by school administrators for the purpose of determining whether disciplinary consequences are appropriate. Videotapes capturing inappropriate behavior may be used at conferences with parents/guardians, students, bus contractors, drivers and employees as evidence at student and/or driver disciplinary proceedings. Bus contractors and/or drivers will be invited to view videotapes, at the discretion of the Superintendent.

Building principals will determine the appropriate discipline for violations of the district's disciplinary policy based on bus driver referrals, meeting with the student(s) and review of the videotape, when necessary. All disciplinary actions will be in

accordance with the Student Handbook, "School of Conduct" section.

#### **WATER BOTTLES**

Any student may carry a clear water bottle during the day. Students may use the fill-up stations available in the school to re-fill water bottles. Any student using a water bottle inappropriately may lose the privilege of carrying one during the day. Also, if there is "reasonable suspicion" that a water bottle may contain an illegal substance, the administration has the right to search the contents.

#### **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school must obtain a withdrawal form from the high school office. The form must be completed and returned to the high school office before withdrawing. All books and school owned equipment must be turned in before withdrawing. No student under the age of eighteen may withdraw from school.

#### **WORK RELEASE**

##### **Eligibility**

1. A job that required early release.
2. Seniors
3. Ability to open schedule for study halls period 8 and/or period 9. (Also, could apply to periods 1 and 2, if the student has a job that requires them to work early mornings).
4. Maintain a 73% average.
5. Parental approval under the age of 18.
6. Good behavior.
7. Approval by the administration - students qualifying should pick up a form and submit it to the high school principal.

## **STUDENT DISCIPLINE POLICIES/STUDENT RIGHTS & RESPONSIBILITIES (SB Policy #218)**

### **PHILOSOPHY OF DISCIPLINE**

Appropriate student behavior should be encouraged by all those in a supervisory capacity. It is recommended that reprimands be handled by the individual who is directly involved with the student and has witnessed the behavior. This will afford immediate reinforcement of guidelines and protect the authority, autonomy, and credibility of the supervisor involved. 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.

Parents/Guardians must play an active role when their child's behavior warrants discipline. The professional staff of Jamestown Area School District 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.

Teachers are responsible for a student's behavior within the classroom, in common areas, and on school grounds. Teachers will follow the Progressive Discipline Model adopted by the Jamestown Area School District Administration. Unless an emergency exists, a student should be sent to the administration only after all the steps of Progressive Discipline have been exhausted.

### **CORPORAL PUNISHMENT/REASONABLE FORCE**

Corporal Punishment of students is not permitted. However, the use of Reasonable Force may be used by district personnel and school authorities in the following circumstances:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

### **DETENTION**

Two different forms of detention are available to discipline students for violating the district's behavior and discipline policies and school rules:

1. Teacher detention- Students are kept by the teacher after school. It is the teacher's responsibility to make arrangements with parents/guardian prior to keeping the student.
2. School-operated detention hall- Detentions must be given directly to the student by the teacher or administrator and must include a discussion of the offense and expected behavior.

### **DETENTION HALL PROCEDURES**

When a student in Grades 7-12 receives a detention, they will have a date scheduled to stay after school for one hour. It is the responsibility of the parents/guardians to provide transportation home from detention hall.

1. Teachers will maintain the detention hall on a pre-scheduled basis
2. Detention hall will last from 3:00 until 3:50 PM.
3. Violation of detention hall rules will mean additional detention time added. One (1) additional detention per violation.
4. All students will be required to present a signed detention slip (by parent/guardian) when reporting to detention hall.
5. The teacher/administrator is responsible for making the student aware of the assigned date to serve detention on the detention form.
6. Students in Grades 7-12 who do not have a signed detention slip must stay on the assigned date but will receive a one-detention penalty.
7. Seniors must make up all detention time prior to graduation.
8. Students who ignore a detention will have one (1) detention added to the original outstanding detention.
9. Unless a student is excused from school prior to the dismissal bell, no excuse will be valid for the missing of an assigned detention, unless approved by the principal.
10. Teachers may assign only one (1) detention per offense.

After a student has been suspended for three (3) or more days, he/she is subject to the three (3) detention rules, i.e., upon the third detention following a suspension, and for all detentions thereafter, the student must serve the detention(s) before attending or participating in any after school activities, athletics, etc.

#### EXPULSION

**Expulsion is an exclusion from school by the School Board for a period exceeding 10 school days. Expulsion requires a formal hearing before the School Board. An expulsion can be given up to 1 (one) school year. (Also See HEARINGS)**

#### IN-SCHOOL SUSPENSION (ISS)

The High School Principal will assign students to the ISS program when the student has demonstrated behavior that violates Level I or II Infractions of the discipline code. Also, if a Level I Infraction is deemed a “more serious offense” by the principal then an ISS placement may be given as a consequence. **Placement of a student in ISS will consist of a period from 1 to 10 school days, based on the level of infraction and the seriousness of the behavior or situation.** Students placed in the ISS program must comply with the following rules/requirements:

1. Report directly to the ISS Room upon arriving at school
2. Obey all rules within the ISS Room
3. Complete all assigned work provided by the student’s teachers
4. Participate in any activities directed by the ISS monitor
5. A student in ISS may bring a lunch from home *or have a hot lunch ordered for them* (New for 2018-19) by an ISS morning supervisor. Any drinks brought from home must be sealed and unopened before entering the ISS Room.

\*No student will be suspended without the reasons given for the suspension and the opportunity to be heard by an administrator. The parent/guardian will also be informed of the suspension action taken by the school.

#### OUT-OF-SCHOOL-SUSPENSION (OSS)

The High School Principal will assign students to the OSS Program when it is deemed that the student would not be able to properly function in the ISS setting or when the safety or well-being of another student or staff member is at question. Students who are assigned to OSS must complete all assignments while completing their OSS days, just as students in ISS would. **Placement in OSS will consist of a period from 1 to 10 school days.**

#### STUDENT BEHAVIOR

Levels of student behavior, or misbehavior, require progressively severe disciplinary responses by the district. As a student’s inappropriate behavior increases in severity, frequency and/or seriousness, the disciplinary response imposed by the administration must be correspondingly severe and serious.

The district’s Student Behavior and Discipline Code is, therefore, established on a system of specific categories of behavioral offenses which trigger a specific range of possible disciplinary consequences in accordance with various levels.

Disciplinary consequences include the following:

1. Warning- verbal or written
2. Teacher/Student conference
3. Teacher/Student/Parent conference
4. Administrator/Parent/Student conference
5. Detention
6. In-school suspension
7. Out-of-school suspension
8. Report of incident to appropriate law enforcement officials
9. Referral to alternative education program
10. Referral to the School Board for expulsion

## LEVEL I INFRACTIONS

A student violation of a Level I offense shall be subject to the following range of possible disciplinary consequences:

1. Warning
2. Teacher/Student conference
3. Teacher/Student/Parent conference
4. Administrator/Parent/Student conference
5. Detention
6. In-school suspension

The following behaviors shall be considered Level I offenses:

1. Accumulations of excessive and/or un-served detentions. Beginning with the **second un-served detention, a student may be considered to have an accumulation of “excessive un-served detentions” and may be given In-School-Suspension on the second un-served detention and each one after that).**
2. Cheating
3. Disrespect
4. Electronic devices
5. Frequent tardiness
6. Inappropriate touching- intentional physical contact
7. Insubordination- refusal to obey a directive from any staff member
8. Loitering- “hanging around” school property after being asked to leave
9. Plagiarism- to steal someone else’s work
10. Profane or vulgar language or gestures
11. Truancy
12. Violation of acceptable school dress codes
13. Violation of minor school rules- disturbances, misusing hall passes, etc.

## LEVEL II INFRACTIONS

A student violation of a Level II offense shall be subject to the following range of possible disciplinary consequences:

- Detention
- In-school suspension
- Out-of-school suspension
- Report of incident to appropriate law enforcement officials

The following behaviors shall be considered Level II offenses:

1. Two (2) or more violations of a Level I offense
2. Classroom/laboratory/school safety violation- any action which endangers oneself or others
3. Computer misuse- violation of Computer/Internet Acceptable Use policy
4. Disruptive behavior- verbal, physical, written, etc., actions, which are distracting, detrimental, or not conducive to the learning environment
5. Failure to fulfill the conditions of an assigned Level I or Level II disciplinary consequence
6. Fighting- any physical conflict between two (2) or more persons (it could possibly escalate into an act of assault, a Level III offense)
7. Forgery- falsely making or altering a writing or other document
8. Gambling- the making of any bet or wager
9. Smoking- use or possession of tobacco or tobacco products on school property, including school transportation
10. Trespassing- entering or remaining on school property when unsupervised

### LEVEL III INFRACTIONS

A student violation of a Level III offense shall be subject to the following range of possible disciplinary consequences:

- Detention
- In-school suspension
- Out-of-school suspension
- Report of incident to appropriate law enforcement officials
- Referral to alternative education program
- Referral to School Board for expulsion

The following behaviors shall be considered Level III offenses:

1. Two (2) or more violations of a Level II offense
2. Assault/physical act of violence- a deliberate or reckless attempt to cause physical pain or injury to another student or district personnel or the deliberate or reckless attempt by physical menace to put a student or district personnel in fear of imminent physical or injury
3. Disorderly conduct- fighting, threatening, violent behavior, unreasonable noise, obscene language or gestures, etc.
4. Endangerment- arson, bomb threats, riots, setting off fire alarms, tampering with fire extinguishers
5. Extortion- obtaining money, property, or articles by threats of force
6. Failure to fulfill the conditions set forth in a Level II or Level III suspension
7. Harassment
8. Hazing
9. Sexual conduct- any physical contact of a sexual nature between students
10. Stealing
11. Terroristic threats/Terroristic acts
12. Unauthorized substances violation (in all probability a 45-day expulsion will occur)

### Process for Suspicion of Alcohol/Drugs

The possible use of drugs, alcohol, or mood-altering substances by a student is indicated. Examples: odor, slurred speech, motor skills impairment, personal appearance, atypical behavior.

#### During the school day

1. The student is escorted to the nurse's office.
2. The nurse will conduct an interview/examination and will involve the principal.

If suspicion is positive:

- a. The Greenville UPMC hospital will be contacted immediately if it is an emergency situation
- b. The police will be contacted by the principal
- c. Parents/Guardians will be contacted by the nurse or principal
- d. Will follow appropriate drug and alcohol policy procedures

#### School Activities on School Property (Games, Dances, Concerts, Etc.)

A sponsor (or coach) notifies a principal for confirmation of suspected use; if a principal is not available, at least one (1) other employee or responsible adult.

If suspicion is positive:

- a. The Greenville UPMC hospital will be contacted immediately if it is an emergency situation.
  - b. A sponsor (or coach) or a principal contacts security and/or police immediately.
  - c. Parents/Guardians will be contacted as soon as possible.
  - d. The police will be contacted by the principal
  - m. **Student will be escorted by school officials to testing facility. Any refusal to cooperate will be considered a positive test result. (this applies to either during school day or school activities on school property)**
  - n. Students can be held out of school up to 10 days or unless the test results come sooner.
13. Weapons- Note: PA law requires that any student who violates the weapons policy shall be expelled for a period of not less than one (1) year, unless the Superintendent recommends a modification of that consequence
  14. Vandalism- damaging or defacing of district property
  15. Weapons- Note: PA law requires that any student who violates the weapons policy shall be expelled for a period of not less than one (1) year, unless the Superintendent recommends a modification of that consequence

## HEARINGS

**Suspension**- When a suspension exceeds three (3) days an informal hearing will be conducted by the building principal or his/her designee. In some instances, the informal hearing can be done over the phone. The informal hearing will include:

- Notification of the reasons for the suspension shall be given to the parents in writing
- Sufficient notice of the time and place of the informal shall be given
- The student has the right to question any witness against them at the hearing
- The student has the right to speak and produce witnesses on their own behalf
- The informal hearing should be held within the first five days of the suspension
- A hearing via the telephone should be requested by the parent/guardian by directly contacting the principal upon receipt of the suspension notice

**Expulsion**- When an expulsion is required a formal hearing by the School Board will be held. A majority vote of the School Board is required to expel a student. **The formal hearing will include the same guidelines as an informal hearing with some additions, which are:**

- Notification of charges will be sent by certified mail
- The hearing will be in private unless a public hearing is requested by the parent or student
- The student has the right to be represented by legal counsel
- The student has the right to be given the names of witnesses against them, including written statements
- The student has the right to request that any witness against them appear in person to answer questions
- A record must be kept of the hearing, by a stenographer or tape recorder. The student is entitled, at own expense, a copy of the transcript
- The proceedings must be held with reasonable speed

\*Any student under the age of seventeen (17) who is expelled is not excused from compliance with the compulsory attendance statute. The initial responsibility for providing the required education rests with the student's parents/guardians. If they are unable to provide an education for their student, they shall submit a written statement to the district within thirty (30) days that they are unable to do so. The district then will make provisions for the student's education. The Board may provide an educational program immediately upon the expulsion and waive the thirty (30) day period.

## WEAPONS (SB Policy #218.1)

The definition of a **weapon** shall include but not be limited to the following:

BB guns, firearms, ammunition (bullets or shells), knives, metal knuckles, straight razors, razor blades, noxious, irritating, or poisonous gases (including mace and pepper spray), poisons, explosive materials, bombs, missiles, chains, metal objects, or any other object designed for protection or to harm others, or any object intended by the student to do bodily injury or threat of



bodily injury to another.

The definition of **possession of a weapon** is when a weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on school transportation, on property being used by the school, at any school function or activity, at any school event held off school property, or while coming to or from school

When a student transfers to our school district who is serving an expulsion due to a weapons violation, he/she may be assigned to an alternative assignment.

#### TERRORISTIC THREATS/ACTS (SB Policy #218.2)

**Terroristic threat-** a threat to commit violence to another, to cause evacuation of the building, or cause serious public inconvenience

**Terroristic act-** an offense against property involving danger to another person

Any student who is involved in any way with a terroristic threat (such as a bomb scare) will be suspended from school and may be referred to the School Board for expulsion. 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. This will be done by having a mental health assessment conducted, usually at the parent's expense.

#### STUDENT COMPLAINT PROCESS (SB Policy #219)

The Board recognizes that students have the right to request redress of complaints. A **student complaint** is one that arises from actions that directly affect the student's participation in an approved educational program.

Guidelines for submitting a complaint:

1. Make the complaint known to the staff member most closely involved, if none is identifiable seek out the guidance counselor and attempt to resolve the issue formally and directly
2. If not able to be resolved, the student will prepare a written statement of his/her complaint which will include:
  - a. Specific nature of the complaint and a brief statement of relevant facts
  - b. Manner and extent to which the student believes he/she has been adversely affected
  - c. Relief sought by the student
  - d. Reasons why the student feels entitled to the relief soughtThe complaint should then be submitted to the principal, the Superintendent, and the School Board

#### DRESS & GROOMING (SB Policy #221)

The School Board authorizes the principal to monitor student dress and grooming and enforce school rules prohibiting student dress/grooming practices as follows:

1. No dressing or presenting of oneself that disrupts the educational function of the school. Adornments or alterations to one's appearance that disrupt or cause damage to the school are prohibited
2. **Standard of dress-**
  - a. **Skirts and shorts must be fingertip length (includes culottes)**
  - b. **Jeans with holes or rips may be worn if a hole or rip is below the thigh (NEW for 21-22).**
  - c. **Midriffs must be covered.**
  - d. **Shoulders must be covered (no tank tops)**
  - e. **Shoes, sneakers, or sandals must be worn**
  - f. **Shorts that are loose fitting and fingertip length may be worn when designated by the principal**
  - g. **No Spaghetti strap tops**
  - h. **No Halter-tops**
  - i. **No Outer wear attire (coats, jackets, etc.)**
  - j. **No Inappropriate foot apparel**

- k. **No Fishnet or see-through shirts**
- l. **No Clothing displaying offensive, provocative or inflammatory words, sayings, symbols, or pictures, including those related to controlled substances, such as tobacco, alcohol or other drugs is unacceptable.**
- m. **No sleeveless apparel**
- n. **No low collar shirts or blouses**
- o. **No Biking shorts or swimming trunks**
- p. ***No tights or yoga pants worn without a pair of shorts or skirt worn over them that are fingertip length.***
- q. **No Hats, bandanas and hoods**
- r. **No Exposed undergarments**
- s. **No type of inappropriate chain. Inappropriateness will be determined by the administration.**

3. Students may be required to wear certain clothes while participating in physical education classes, labs, extracurricular activities, etc.

Violations of Dress Code:

1<sup>st</sup> Offense- A change of clothes or making necessary arrangements in appearance. The parent/guardian may be informed

2<sup>nd</sup> Offense- Student will be removed from the mainstream for the remainder of the school day. The parent/guardian will be informed, and a detention will be assigned

3<sup>rd</sup> Offense- Student will be suspended and placed in the in-school suspension program. Parent/Guardian will be notified

4<sup>th</sup> Offense- Mandatory parental conference to correct the problem

#### TOBACCO USE (SB Policy #222)

**Tobacco use** is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, and smokeless tobacco in any form. Tobacco use and possession by students is prohibited at any time in a school building, on school property, buses, vans, and vehicles that are owned, leased, or controlled by the district. The district will initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

#### USE OF MOTOR VEHICLES (SB Policy #223)

The School Board permits the use of motor vehicles by secondary students in accordance with district rules, provided that students have followed established procedures, obtained the required permit, and have the permission of the principal to drive a motor vehicle on school grounds. The Board is not responsible for motor vehicles that are lost, stolen, or damaged. Any student driving or riding in a private vehicle to the career center, for any reason, must have written permission from the principal.

#### SEARCHES- (SEE LOCKERS) (SB Policy #226)

#### PREGNANT STUDENTS (SB Policy #234)

No student can be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood. A pregnant student under the age of seventeen (17) is not excused from the compulsory attendance requirements for the reasons of pregnancy or maternity.

## ELECTRONIC DEVICES (SB Policy #237)

Electronic devices fall under three (3) categories:

1. Permitted electronic devices- include, but not limited to, laptop computers, palm pilots, and any other similar device used for educational purposes
2. Prohibited electronic devices- include, but not limited to, laser pointers, radios, headphones, video games, walkie-talkies, two-way communication devices, and any other technology used for such purposes
3. Restricted electronic devices- include, but not limited to, cell phones (see CELL PHONES), wireless communication devices of any kind, pagers, beepers, and any other technology that sends or receives an electronic signal

Consequences for possessing a prohibited electronic device are as follows:

1. First Offense- Confiscation of the device and parent/guardian contact and an after-school detention will be assigned to the student.
2. Second Offense- Confiscation of the device and parent/guardian contact and an after-school detention will be assigned to the student.
3. Third and Subsequent Offenses- Confiscation of the electronic device and parental contact. Student will be assigned In-School Suspension on the third each following offense.

The building principal will have the right to make the determination to give the student the electronic device back at the end of the school day or to turn it over to a parent/guardian.

NOTE: if an electronic device is used in connection with another behavior offense (Bomb Threat, Cheating/Plagiarism, Sexting, Bullying), the disciplinary consequences shall apply as well as the above consequences.

## UNLAWFUL HARASSMENT (SB Policy #248)

The Board prohibits all forms of unlawful harassment of students. Harassment consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, gender, age, disability, sexual orientation, religion, or other legally protected class. The Board directs that complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. Bullying is a form of harassment and is also prohibited.

Students who allege to have been harassed should report such incidents to the principal, guidance counselor, or Superintendent.

Any student who is found to have, after conclusion of the district's investigation, shall be subject to discipline (see Level III Offenses) ranging from a minimum of five (5) days of out-of-school suspension up to and including expulsion. The incident may also be reported to appropriate law enforcement officials who may file subsequent charges.

## UNAUTHORIZED SUBSTANCES/EXTRA-CURRICULAR ACTIVITIES (SB Policy #227 &227.1)

Any student who is a participant in extracurricular activities (including, but not limited to, student athletics) will be subject to the district's Unauthorized Substance/Extra-Curricular Policy. This policy only applies to offenses that are committed on school property, at a school function, or any other school-sponsored event, or on any type of school provided transportation. Students participating in extra-curricular activities will be notified each year of this policy at the beginning of each season of activity by the coach or advisor and be given the policy in writing to share with parents/guardians.

### CLASS SCHEDULE

<u>Period</u>	<u>Time</u>	<u>Days of Week</u>	<u>Class</u>	<u>Teacher/Room</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### BELL SCHEDULE

Period 1: 7:50-8:45

Period 2: 8:48-9:33

Period 3: 9:36-10:21

Period 4: 10:24-11:09

Lunch A: 11:12-11:42 (Grades 10-12)

Period 5: 11:12-11:57 (Grade 9)

MCCC Students Lunch: 11:30-11:50

Lunch B: 12:00-12:30 (Grades 7-9)

Period 6: 11:45-12:30

Lunch B: 12:00-12:30 (Grades 7-9)

\*9<sup>th</sup> Graders may eat either lunch period, depending on  
Their 5<sup>th</sup> or 6<sup>th</sup> period class

No Per. 6 for students that eat Lunch B

Period 7: 12:33-1:18

Period 8: 1:21-2:06

Period 9: 2:09-2:59



# JAMESTOWN AREA SCHOOL DISTRICT SCHOOL CALENDAR 2022-2023

(REVISED 06/16/2022)

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

End of Quarter 1      11/2  
End of Quarter 2      1/19  
End of Quarter 3      3/27  
End of Quarter 4      6/1

8/15-8/19, 9/6-9/9      Teacher Flex Day  
8/22 - 8/24      Teacher Inservice  
8/25      1st day of school  
9/5      Labor Day  
9/6 - 9/9      Jamestown Fair  
10/28      Act 80 - 1/2 day of school  
11/24 - 11/28      Thanksgiving Vacation  
12/22      Act 80 - 1/2 day of school  
12/23 - 1/2      Christmas Vacation  
1/2      Teacher Inservice  
1/16      No School  
2/17      Teacher Inservice  
2/20      No School  
4/5      Act 80 - 1/2 day of school  
4/6 - 4/7      Easter Vacation  
5/29      Memorial Day  
6/1      Act 80 - 1/2 day of school  
6/2      Teacher Inservice

Winter Keystone - Wave 1  
Winter Keystone - Wave 2  
PSSA ELA/Math/Science  
Spring Keystone

## School Cancellations and Delays:

In the event of inclement weather a remote learning or snow day may be utilized

We will also utilize our district web site - [www.jamestown.k12.pa.us](http://www.jamestown.k12.pa.us),  
Facebook page and our automated system

District Phone Number:      724-932-5557



No School



Act 80 Days



Teachers Inservice



End of Quarter

## Education for Children and Youth Experiencing Homelessness

### (ECYEH)

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually.

**If you or someone you know is in need of assistance — please reach out to Mr. Gary Kinnear who is the Homeless Liaison at 724-932-3186 Ext 1108 or [gary.kinnear@jasdmuskies.com](mailto:gary.kinnear@jasdmuskies.com).**

#### **Liaison Responsibilities:**

**The district's liaison shall coordinate with:**

1. Local service agencies that provide services to homeless children, youth, and families.
2. Other school districts on issues of records transfer and transportation.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children.

The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

#### **Definition of Homelessness:**

Homeless students are defined as individuals lacking a fixed, regular, adequate nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.

2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Whose primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school-aged parents in houses for parents if they have no other living accommodations.

**School of origin** is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

**Unaccompanied youth** is defined as a homeless child or youth not in the physical custody of a parent or guardian.

**Enrollment/Placement:**

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he



or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

#### **School/Health Records:**

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed. The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

The district will support families with accessibility to health-related resources – not limited to access to a physician, dentist, and other specialty doctors.

The district may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

#### **Placement/Disputes/Complaints:**

If the district is unable to determine the student's grade level due to missing or incomplete

records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The

parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible

after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

Education Records:

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs,

vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

**Transportation:**

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

**Transportation Coordinator:**

**Mrs. Lisa Nuhfer**

**Fiscal Responsibilities:**

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.

4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident student.

#### **Training:**

Offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The district's liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless students.
2. Understand the rights of such children, including requirements for immediate enrollment and transportation, and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

#### **Free and Reduced Meals:**

All JASD students receive free meals (breakfast and lunch) at this time

#### **Family Engagement:**

Families are a valued member of our community and an essential part of a child's success.

Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year.

**If you need assistance to participate, please contact  
your building principal, Ms. Kristin Hope, or Mr. Brian Keyser.**

**Community Partnerships:**

The District partners with community agencies to support families through collaboration. Some community partnerships include but are not limited to:

**Mercer County Behavioral Health Commission**

**Crawford County Department of Human Services**

**Academic Supports:**

Students have access to numerous academic supports – based on the need of each individual student. Examples include but are not limited to:

Title 1 services

Multi Tiered Intervention Supports

School Tutoring

High School Credit Recovery

**McKinney Vento Homeless Education Assistance Improvements Act:**

**<https://www.education.pa.gov/K12/Homeless%20Education/mckinneyvento/Pages/default.aspx>**