

Jim Thorpe Area School District

K - 8 Student Handbook



**Jim Thorpe Area
School District**

**L.B. Morris Campus
150 W. 10th Street
Jim Thorpe, PA 18229
(570) 325-2703**

**Penn-Kidder Campus
2850 State Route 903
Albrightsville, PA 18210
(570) 722-1150**

Paula Fulks - Principal, L.B. Morris, paula.fulks@jtasd.org

Mark Rosenberger - Assistant Principal, L.B. Morris, mrosenberger@jtasd.org

Holly Mordaunt - Principal, Penn-Kidder Campus, hmordaunt@jtasd.org

Sara Mass - Assistant Principal, Penn-Kidder Campus, smass@jtasd.org

LB School Hours:

Student Day: 8:35 AM - 3:35 PM
Office Hours: 8:00 AM - 4:00 PM
Parent Drop Off: 8:10 AM
Parent Pick Up: 3:10 PM
Bus Dismissal 3:10 PM - 3:30 PM

PKC School Hours

Student Day: 8:30 AM - 3:30 PM
Office Hours: 8:00 AM - 4:00 PM
Parent Drop Off 8:10 AM
Parent Pick Up 3:10 PM
Bus Dismissal 3:15 PM - 3:30 PM

Table of Contents

Attendance

Registration, Student Records, Transferring, & Withdrawal

Homebound Instruction

Dress & Grooming

Discipline Code of Conduct

Weapons Policy

Emergency Closings & Drills

Nurse's Office & Health Program

School Visitors

Cafeteria & Food Services

JTASD Transportation

Grading & Promotion System

Guidance Services

Title 1 Reading Math Programs

Special Education

Project OLE & Acceptable Use Policy

School Wide Positive Behavior Supports

Parent/Teacher Association

Transportation

Attendance

All school-aged students are expected to attend school regularly, in accordance with state laws. The educational program offered by JTASD 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. Any student exhibiting attendance or tardiness concerns will be referred to the Truancy Officer or School Social Worker.

Attendance Requirements:

- Students are expected to be in school by **8:35 AM** or will be marked as tardy.
 - After 3 tardies, parents will be notified via disciplinary referral (infraction).
- Parents and guardians are required to enter attendance changes in **Pick-up Patrol by 9:00AM** and complete the parent note section with the excuse for absence or send in a written note for the absence within 3 school days after returning to school. **Phone calls will NOT excuse absences.**
 - State law requires that parents/guardians produce written explanations of absence, late arrival, or early dismissal of a student.
 - Unexcused absences will become unlawful and may result in a summary conviction for a violation of compulsory school attendance laws.
 - Unexcused absences and/or tardiness for all students may result in school disciplinary action in accordance with the "Student Discipline Policy." Excuses must be for one of the permissible reasons for absence.
- **After 10 total absence days** - regardless of excused or unexcused a doctor's note is required for the absence to be considered excused.

Excused Absences

- Medical and dental appointments with proof of appointment
- Illness/quarantine
- Death in family
- Educational travel with prior approval of the principal
 - Educational Trip Request Forms are available in the main office.
 - A maximum of 5 school days will be approved per school year.
- Approved religious holiday

Unexcused Absences

- Parental neglect or lack of control/truancy
- Missing the bus
- Impassable roads
- Oversleeping
- Hunting and fishing
- Shopping
- Car failure
- Working
- Family trips without prior approval
- Absence after the last day of a suspension
- Absence due to bus suspension
- Visiting relatives out of state

Truancy - Truancy is defined as an **unexcused/unlawful absence from school**. Students who are truant will be subject to disciplinary action as determined by the requirements of the school code of conduct or principal. Students with excessive truancy may lose their privilege to attend non-academic field trips as decided by administration.

Progressive Action Regarding Attendance

1. ***After 5 days of absence***, a letter will be mailed to the parent requiring a conference with the attendance team.
2. ***After 10 days of absence***, absenteeism will be considered excessive unless there is medical documentation stating that the child has a condition that warrants absence.
3. ***Following 3 unlawful absences, or absences in excess of 10 days without a doctor's excuse, notification will be given in writing and the case forwarded to the District Magistrate following the next absence.***
4. Cases of **excessive absences** may require the development of a ***School Attendance Improvement Plan (SAIP)*** with the school attendance team.

Make-up Work: Students who have been legally absent from school, are required to make-up any work which has been missed. It is the student's responsibility to contact the teacher for scheduling makeup work, and should be accomplished immediately upon return to school.

Registration, Change of Address, Legal Custody, Transfers, & Withdrawals

To register a child in the Jim Thorpe Area School District, the following must be presented at the time of registration: official birth certificate or baptismal certificate, immunization information, proof of residency, any court ordered custody documents, and a copy of the child's last report card. Registrations are done by appointment only. Please complete the online portion of registration by clicking [here](https://www.jimthorpeasd.org/page/student-registration) or at the following link: <https://www.jimthorpeasd.org/page/student-registration>. After completing the online portion you will need to call the District Office at 570-325-3691 to schedule an appointment to finalize the process.

Kindergarten registration is held in the spring. Dates are announced through local media services. Parents will be given registration instructions when they schedule their appointment.

- Kindergarten eligibility: The child must be five years of age on or before September 1st.
- 1st Grade eligibility: The child must be six years of age on or before September 1st.

Change of Address

- Attendance in the JTASD requires that residence be within the school district boundaries.
- Any change of address, phone number, or emergency contact person(s) should be reported in writing to Mia Bachert, Registrar, 570-325-3691.
- Two proofs of current physical residency are required when changing addresses. Addresses reflecting a post office box number will not be accepted.

Transfers and Withdrawals

- Students moving from the school district should report this several days prior to withdrawal. If possible, the guidance counselor will circulate a form for teachers to sign indicating academic standing and materials returned.
- Health, dental, and other permanent records will be transferred to the new school upon receipt of written notice of intent to enroll in the receiving school.

- Official records may not be hand-carried to the receiving school; however, the office will provide a copy of the most recent report card, if requested.

Student Records

Parents/guardians may request to review their child's school records at any time. Federal and state law gives parents the right to see and obtain copies of their student's school records.

- Requests to review records should be made in writing to the principal.

Homebound Instruction

In the event that a school age child is unable to attend school due to illness or other incapacity, a homebound instructional program is available. Generally, five hours of instruction per week are provided. The parent should obtain a letter from the attending physician indicating the prognosis and estimated length of time the student must remain at home. The letter should be forwarded to the building principal who will arrange the instructional program, following approval by the Superintendent/Board of Education.

Dress and Grooming

School administration will monitor student dress and grooming and enforce school rules prohibiting student dress or grooming practices. The objective of the policy is to promote an atmosphere for academic growth while recognizing significant freedom of student choice and expression.

- Hats, hoods, gloves and sunglasses may not be worn during the school day. Any headwear worn must have a necessary function and be approved in advance by administration. For example: bandanas.
- Jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. The student may be required to wear some type of protective covering or remove jewelry.
- No exposed cleavage will be permitted.
- No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
- Straps such as those found on tank tops, muscle shirts, halter tops, tube tops, and mid-drift tops and/or spaghetti strap tops are **not permitted**. **This includes items worn under zippered sweatshirts.** Tops that expose the back or part of undergarments, including racerback tops or similar articles, are not permitted.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
- The bottom hem or edge of shorts, skirts and dresses must reach the fingertip of the extended arm.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment by a staff member will be required to change.
- Leggings and yoga pants are permitted.
- No pajamas or sleepwear may be worn.
- The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.

- Footwear, closed toed and back/straps must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
- Clothing containing holes, cuts, tears and/or rips above the knee level ***Students may be required to wear certain types of clothing while participating in physical education or other situations where special attire may be required to ensure the health or safety of the student. Repeated Dress Code infractions may result in additional consequences in accordance with the Disciplinary Code of Conduct.

Students violating the dress code will either call home for a change of clothing or will need to get a change of clothing from the nurse's office. Repeated violations will result in disciplinary action.

Discipline Code of Conduct

Appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruptions of the teaching-learning environment. All students will assume personal responsibility for their behavior and actions. To accomplish this objective, it requires a cooperative effort from all students and parents. The following list is not intended to be inclusive of all acts of misconduct.

Level 1: Behaviors that Impede Orderly Classroom Procedure

Violation

Consequence

- | | |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1. Gum, candy, food in unauthorized areas | Teacher conference with student
Parent Contact by teacher/admin
Teacher discipline
Administrative referral/Detention |
| 2. Violation of Dress Standards | Infraction, detention, and change of clothes |
| 3. Disrespect to peers-in general
Including profanity (verbal or written) and/or
Racial Slurs (verbal) | At Administration discretion: Warning, Detention
1st Offense: ISS
2nd Offense: Oss
I |
| 4. Classroom or school disturbance (minor)
2nd offense
3rd + offense | Teacher conference with student & Parent contact
Infraction warning
Administrative decision |
| 5. Possession of electronic devices
See cell phone policy | Warning, Parent contact, Infraction, Detention |
| 6. Tardiness (Late to school/class)
2nd offense
3rd + offense | Administrative or Teacher warning
Parent Contact, Lunch Detention
Parent Contact, Detention |

Level II. Behaviors That Disrupts the Learning Climate of the School

Violation	Consequence
7. Dishonesty	Administrative Decision-Restrictive Movement Pass, Detention, Suspension, etc
8. Cutting Class	Administrative Decision-Restrictive Movement Pass, Detention, Suspension, etc
9. Bullying	Administrative Decision-Restrictive Movement Pass, Detention, Suspension, etc
10. Cheating	1st Offense: receives a zero for assignment 2nd Offense: receives a zero for assignment + an after-school detention.

Level III. Behaviors that may threaten the Health, Safety, or Welfare of a Member of the School Community

Violation	Consequence
11. Leaving school grounds	Administrative Decision- Restrictive Movement Pass, Detention/Suspension, etc
12. Theft from school, staff, peers	Administrative Decision- Restrictive Movement Pass, Detention/Suspension, etc
13. Vandalism	Administrative Decision- Restrictive Movement Pass, Detention/Suspension, etc

Level IV. Behavior that Threatens the Health or Welfare of the School Community

Violation	Consequence
14. Vaping/smoking	Suspension 1-5 days and/or expulsion
15. Fighting and/or Instigating a fight	Suspension 1-5 days and/or expulsion
16. Assault	Suspension 3-10 days and/or expulsion
17. Falsifying an Emergency	Suspension 3-10 days and/or expulsion
18. Arson	Suspension 3-10 days and/or expulsion
19. Weapons	Suspension 3-10 days and/or expulsion
20. Terroristic Threats/Acts	Suspension 3-10 days and/or expulsion

***** Please note: discrimination, harassment, sexual harassment, or personal harassment/bullying may result in a TITLE IX investigation.**

Detention - After-school detention is a disciplinary measure used exclusively by the administrative staff.

- Students will be expected to bring and complete assignments or study quietly. Any student who is uncooperative in detention will risk additional detentions/suspension from school.
- Detention duration is one hour after school. Parents/guardians are responsible for transportation home from detention.

Suspensions - In-school (ISS) and Out-of-School (OSS) - Issued by school administration

- Parents will be notified by email, mail, and/or telephone of the suspension reason and duration.

- Credit will be given for all work missed once completed upon students return to school. It is the responsibility of the student to make up the work, including tests and quizzes. The classroom teacher is responsible for evaluation of the work.
- Students may not attend or participate in extracurricular activities or practices while suspended.

Student Expulsion - Please see district policy by clicking [here](#) or at the following link under policy 233: <https://go.boarddocs.com/pa/jtasdpa/Board.nsf/Public#>

*****Student Loss of other privileges such as:** school-wide activities, grade level activities, loss of field trips, loss of planned PTA events (for example: dances), and any other activities at the discretion of administration, **if a continued accumulation of detentions, suspensions, tardies/lates, and truancy occur.**

Nicotine Vaping/E-Cigarettes

1st offense - 1 Day ISS. While in ISS the student must complete a Vaping Cessation packet. If the student refuses to complete the packet or doesn't take the packet seriously then the student will be referred to the police for vaping or possessing a vape on school grounds.

2nd offense - 3 Day ISS and a police referral. The student will also be referred to our Carbon County Drug and Alcohol counselor for a drug and alcohol assessment.

Additional offenses will result in a 3-5 day ISS and a police referral. Additionally, a mandatory parent meeting with our Drug and Alcohol counselor will be scheduled.

Bullying Policy

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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

****For the purpose of this bullying policy, as defined as follows and includes cyberbullying.**

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior over time.
- Bullying involves an imbalance of power and strength.

Consequences for Violations of the Bullying Policy

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

1. Mandatory counseling within the school
2. Parental conference
3. Referral to TAP and/or SAP
4. Loss of school privileges

5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Transfer to another school building, classroom, or school bus
9. Expulsion
10. Counseling/Therapy outside of school as recommended
11. Referral to law enforcement officials—At administrative discretion based on the age of offender or victim or severity of offense

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Weapons Policy

It is a misdemeanor of the first degree to possess any weapon in the buildings, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution. Any object readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred, or handled under circumstances not manifestly appropriate for lawful uses which said objects might have. For purposes of this policy, the term weapon includes, but is not limited to: any knife, razor, ice pick, and explosive device of any kind, including fire crackers, tear gas canisters, smoke bombs, chains, loaded cane, sword cane, loaded or unloaded firearms, including pellet guns, BB guns, look alike toy weapon and any implements capable of directly or indirectly inflicting bodily injury or other object that can reasonably be considered to be a dangerous instrument.

No person shall possess, handle or transmit in a school district building, on its grounds, or on any school bus or other transportation vehicle, or at any school activity, event or function including sports activities held on or off school premises. A person shall be deemed to be in possession of a weapon if such a weapon is located on his or her body or in an instrumentality of such person including but not limited to locker, desk, or transportation.

Any person violating this policy, in addition to being subject to other civil or criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall not be permitted to remain in the school district building, on its premises, on its transportation, or at any school activity, event or function held on or off school property.

- **First offense:** ten-day out-of-school suspension, notification to authorities, referral to superintendent, a meeting with the parents, and may be referred to the Board of Education for further action.
- **Second offense:** ten-day out-of-school suspension; school board hearing to consider expulsion from school.
- **Possession of a gun will warrant immediate suspension from school with referral to the board for the expulsion hearing and a referral to the police.**

Emergency Closings

The decision to close school is made by the Superintendent of Schools. These decisions are made in the interest of safety for our students, staff, and parents. Emergency closings are broadcast on all local TV, radio stations, district websites, and the school's Alert Now/All-Call system. *****All school district activities are canceled when there is an emergency closing.***

Fire Drills/Crisis Drills/Bus Evacuation Drills/Weather Drills

All schools are required by law to conduct fire drills. Additionally, throughout the course of the year, we hold weather emergency drills, bus evacuation drills and ALICE intruder drills. This is done to ensure that our students are prepared for any emergency.

- Fire drill evacuation routes are posted in each classroom.
- Move rapidly and in single file to the proper exit. No running is permitted.
- Refrain from talking during the drill.
- Comply with all directions from staff members without question and without hesitation.

*****All evacuation drill procedures are taught and reviewed within the classrooms**

Nurse's Office & Health Program

Accident/Insurance

First Aid services are provided when accidents or sudden illness occur. Every effort is made to contact a parent/guardian in the event of accidents and/or sudden illness. The incident is thoroughly documented by our school nurse. It is important that the school emergency form be completed in its entirety in the event that a child must be transported to the hospital. An insurance form must be obtained for any student requiring medical treatment for an injury received during school time. It is parental responsibility to complete this form and present it to the physician or hospital rendering the service.

*****Any student not feeling well should report to the nurse's office. Students are not permitted to contact their parents to come and pick them up. Bypassing the nurse's office will be disciplined at the administrators discretion.**

Emergency Information

Each year, parents are responsible to complete an emergency contact information form through InfoSnap. No information should be left blank, regardless if it has not changed from previous years. Children will not be released to anyone other than the parent/guardian or designated names that appear on the emergency information form.

First Aid

First aid services are provided when accidents or sudden illness occur at school. The school nurse cannot treat accidents or illnesses that happen at home. Every visit to the health suite does not warrant parent notification or necessitate that a child be sent home. Should your child become seriously ill or injured during the school day, every effort will be made to contact you provided we have the proper home/work emergency numbers on file. Parent refusal to make arrangements to pick up a sick child, local Children & Youth Services are contacted. The following are potential causes for child to be sent home:

- Fever 100+
- Vomiting or diarrhea
- Suspected pink eye
- Head lice, nits, or scabies

***Please do not send your child to school if:**

- He/She has not been fever free for at least 24 hours without fever reducing medications. (Ex. Tylenol)
- Vomiting and/or diarrhea are occurring.
- A severe head cold, with continual runny nose, sore throat, earache, or persistent cough exists.
- Any suspicious skin rash, disease of the eye, or contagious disease is present or suspected.
- Fever 100+
- Vomiting or diarrhea
- Suspected pink eye
- Head lice, nits, or scabies

Head Lice

When head lice are discovered, parents are contacted immediately and must pick up their child and any other siblings. A parent must accompany any student returning to school after head lice. The parent is asked to present to the school nurse the packaging from the lice treatment. The student will be checked by the school nurse before going to the classroom. Students must be “nit-free and lice free” before returning.

Medication Policy

We do not encourage the administration of medication in school. If absolutely necessary that medication be administered in school, the following requirements must be met.

- An authorization for the “Administration of Medication” must be completed and signed by the parent and physician.
- All medication must be in the original prescription container.
- Parent/Guardian must bring medication to the school nurse. **No student may bring medication to school.**
- It is the responsibility of the parent/guardian to keep track of and replace the medication. The school nurse will notify the parent/guardian when medication runs out.
- All over the counter medications require a parental note to the nurse’s office. Any violation of this will result in disciplinary action

Health Services

The law requires the following health screenings. These services are available to every student at no cost to the parent.

- Vision Screening - annually for all students
- Hearing Screening - All Kindergarten through Third grade students and Seventh grade students will get an annual hearing test. Additionally, new out-of-state students, students with hearing issues or suspected hearing issues may be tested in the Nurse’s office.
- Scoliosis Screening - Required for all Sixth and Seventh grade students.
- Dental Examinations - Required upon original entry (Kindergarten/First grade). Additional examinations are required for students in third grade and seventh grade. New out-of-state students are required to complete a dental examination. The parent has the choice to use the school dental provider or you may choose your private dentist.
- Physical Examinations - Required upon original entry (Kindergarten/First grade) and in Sixth grade. Additionally, new out-of-state students are required to get a physical examination upon entrance. The parent has the choice to use the school health provider or they may choose a private physician.

- Tuberculin Testing - new students are required and an adult working with the student during the day.

Health Records

Health records are kept on each student. Parents/guardians should keep the school nurse informed of any medical conditions or changes in medical conditions, in order to assure the health, safety, and welfare of their child(ren).

Immunizations

Pennsylvania State Laws require that children attending school have the following immunizations:

Entering Kindergarten:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (4th dose after fourth birthday)
- 4 doses of polio** (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

*Usually given as DTP, DTaP, DT, or Td

**Usually given as MMR

Entering seventh grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if five years have passed since last tetanus immunization
- 1 dose of meningococcal conjugate vaccine (MCV)

Children will not be permitted to attend school if immunization requirements are left unfulfilled. Proof of these immunizations mean a **written record** showing the dates your child was immunized. The only exceptions to the school laws for immunizations are medical reasons and religious and moral beliefs.

Insurance

1. All students involved in an interscholastic athletic program sponsored by the school district are covered by a student accident insurance policy carried by the school district.
2. The policy covers the first one hundred dollars of expense related to an accident or injury and additional coverage, depending upon the parental insurance plan.
3. Students involved in intramural programs sponsored by the district must provide proof of adequate insurance to cover any injuries received by the student. This is accomplished with a waiver signed by the parent/guardian.
4. An insurer selected by the district offers low-cost student accident insurance. Information about coverage and cost to the parent is provided at the beginning of each school year.

School Visitors

All visitors must be approved by the building principal or designee. All visitors are required to have scheduled appointments. All employees not at their assigned building are considered visitors. All individuals who are not currently employed by the district are considered visitors. This includes, but is not limited to: Board of Directors,

PTA, Booster Club, Resources Speakers, Vendors, College Professors, Parents/Guardians. Staff have the right to request any visitor return to the main office if they cannot produce the proper ID badge.

Visitor Requirements

- Enter through the main entrance and report to the office.
- Sign in at the main office to present some form of identification (driver's license, passport, military ID, US or other government identification) to be processed through the district's visitor management system.
- Obtain and display visitor badge at all times.
- Visitors will only be permitted in the approved designated area for the visit.
- All visitors may be subjected to a background check.
- Video or sound recording is prohibited by visitors.
- Violators of this policy will be prosecuted for trespassing.

Cafeteria & Food Services

Our cafeteria offers balanced and nutritious meals on a daily basis. Students are encouraged to take advantage of our food service program. Due to Lunch Shaming Legislation students cannot be denied a reimbursable meal at breakfast or lunch and that entrée cannot be limited. Additional or Second meals entrée items are considered Ala Carte which the students will continue to pay for, either with account funds or cash at the register. Students may not create a negative balance by charging A La carte or Second Entrée items. Parents are responsible for all student's negative cafeteria balances.

Free & Reduced Meals: Applications are No Longer Necessary for the 2025-2026 School Year. Jim Thorpe ASD has adopted a CEP, Community Eligibility Provision, service model in the cafeteria. Meals are at **No Cost to Families** within the district regardless of income

Account Payment: *Snack and second entrée options will continue to be available for student purchase.*

All students have a lunch number or ID Card. Parents may check student account balances and add funds to their student accounts **in advance** for the week, month, and semester at Schoolcafe.com or by sending in a check, or money order payment in a sealed envelope with the child's full name and lunch number clearly marked. Cash payments are also accepted, JTASD café is a Cashless Cafeteria, all cash will be deposited to the student account for future and current purchases. The students will be told by a cashier when the account is low.

Reimbursable Breakfast and Lunches are at No Cost to All Families within the Jim Thorpe Area School District for the 2025-2026 School Year.

Breakfast and lunch are available Daily in all District Cafeterias

Jim Thorpe Area School District Transportation Guidelines

The Jim Thorpe Area School District takes seriously its responsibility to provide safe transportation for students. All students are required to conduct themselves on the bus, in a manner consistent with the established standards for classroom behavior. Failure to comply with any of the rules may result in the student being suspended from the bus for a period of time depending on the seriousness of the problem. Continued

refusal to comply with transportation rules may result in permanent loss of privileges. ***Riding the school bus is a privilege and not a right.***

School Bus Regulations

- Arrive at your bus stop 5-10 minutes before your scheduled time.
- Respect the rights and property of the bus driver and vehicle.
- Parents are responsible for the behavior of their children before the bus arrives.
- Students shall remain in their assigned seats until the bus comes to a complete stop and the driver signals for dismissal.
- No use of or carrying of tobacco products, no eating or drinking on the bus.
- Students must keep their hands and feet to themselves.
- Use the emergency exit only in the event of an emergency.
- Only approved bus transfer passes will be issued through the Director of Transportation or the designee.
- Student conduct expectations on the bus are the same as student conduct on school grounds and at school functions. The student *Discipline Code of Conduct* applies to all.

Transportation Discipline Plan- Every time a student violates a bus rule this raises the chance that the driver is distracted. Every time the driver is distracted raises the chance of an accident happening. Therefore, every time a student violates a bus rule, he/she directly raises the chance of the bus being in an accident!

STUDENT RESPONSIBILITIES ON THE BUS The Jim Thorpe Area School District employs a fair and consistent plan for addressing misconduct on school buses. Bus transportation is provided by the District but is not a mandate and thus can be denied. Appropriate behavior on the buses that provide transportation for students is important for two reasons. This bus discipline code has been developed with these two purposes in mind:

1. Inappropriate behavior can result in safety hazards not only for the individual student, but also for other students on the bus.
2. Socially unacceptable behavior can infringe on the rights of other individuals.

Since the bus and its safe operation are the responsibility of the driver, he/she is also fully responsible for its riders, over which he/she has the same authority as a classroom teacher.

PROGRESSIVE DISCIPLINE PLAN: Students who choose to misbehave will be issued a bus discipline referral by the driver. The specific infraction will be listed. The report will then be turned over to the building principal or designee for disciplinary action. The discipline steps listed below are the ones normally followed to correct inappropriate behavior.

Note: If a student is suspended from the bus, his/her parents are required to provide his/her transportation to and from school during the entire period of suspension. Bus suspensions will build toward the student's suspension sequence. Students who are absent from school as a result of the bus suspension will be considered illegally absent.

Minor Disruptive Behavior

For minor disruptive behavior such as legs in aisle, sitting incorrectly in the seat, eating or drinking on the bus, noise distractions, or other inappropriate and distracting behavior, the following actions will be taken:

- **First Offense** Verbal warning by the driver.
- **Second Offense** The driver will fill out and give a bus misconduct referral to the principal or designee. The driver may place the student in an assigned seat for a minimum of three (3) days up to the remainder of the year. Bus drivers will assign seats to all students. The principal or designee, notifying

the parent of the driver's action and student behavior problems, will make parent contact.

Disciplinary actions may include a one (1) to three (3) day bus suspension.

- **Third Offense** The driver will fill out and give a bus misconduct referral to the principal or designee. The principal or designee will notify the parent and conference with the student at school
Disciplinary actions may include bus suspension for three (3) to five (5) days or other appropriate disciplinary actions. Parents will be notified of all bus suspensions.
- **Fourth Offense** The driver will fill out and give a bus misconduct referral to the principal or designee. **The above procedures will be followed with disciplinary actions that may include a five (5) day to ten (10) bus suspension. Parents will be notified of all bus suspensions.**
- **Fifth Offense** A recommendation for the termination of bus-riding privileges may be made to the parent and school. Parents will be notified of all bus suspensions.

Major Behavior Problems

Fighting, bullying, vandalism, throwing objects in the bus or out bus windows, profanity or obscene gestures, disrespect toward the driver or other students, and any other distractions or disruptions to a driver may result in bus suspension or termination. For major disruptive behaviors, the following actions will be taken:

LEVEL I

These offenses include, but are not limited to the following: 1. Littering on the bus. Spitting. 2. Moving from seat to seat or standing while the bus is in motion. 3. Failure to comply with the reasonable request of the driver. 4. Abusive language/gestures to others. 5. Tussling/physical contact.

- **First offense-** The driver will fill out and give a bus misconduct referral to the principal or designee. Parents are notified, student conference with administration, and a possible one (1) to three (3) day bus suspension.
- **Second offense-** The driver will fill out and give a bus misconduct referral to the principal or designee. Notification/parent conference or phone call, bus privileges suspended for three (3) to five (5) days.
- **Third offense-** The driver will fill out and give a bus misconduct referral to the principal or designee. Notification/parent conference or phone call, bus privileges suspended for ten (10) days.

- **Fourth offense-** A fourth offense may result in bus privilege being suspended for extended periods of time, possibly for the remainder of the year. A student's privileges may be suspended with the first/second offense if the Principal feels that the incident justifies such action.

Note: If a student is suspended from the bus, his/her parents are required to provide his/her transportation to and from school during the entire period of suspension. Bus suspensions will count toward the student's suspension sequence. Students who are absent from school as a result of the bus suspension will be considered illegally absent.

LEVEL II

These offenses put the safety on the bus and its passengers in immediate danger. They include, but are not limited to the following: 1. Vandalism. 2. Insubordination defined as blatant/overt act of disrespect to the driver and/or continued non-compliance to driver requests. 3. Fighting. 4. Smoking (possession or use of tobacco, smoke or smokeless). 5. Entering or leaving the bus via the emergency exit without permission. 6. Putting the head or other parts of the body outside of the bus. 7. Throwing things on the bus or out of the bus. 8. Interfering with the bus (example: failure to properly exit the bus; putting things under the wheels; hitting the side of the bus; tampering with equipment). 9. Harassing, aggravating, or hazing other students or the bus driver. 10. Behavior in a manner that distracts the driver such as yelling, shouting, screaming, pounding on the walls, floors, or ceiling of the bus. For major disruptive behaviors, the following actions will be taken:

- **First Offense-** Notification/parent conference; bus privileges suspended for five (5) to ten (10) days. In the case of smoking, disorderly conduct, or harassment, charges will be filed with the District Magistrate.
- **Second offense-** Notification/parent conference; bus privileges suspended for ten (10) days. Subsequent offenses may result in bus privilege being suspended for extended periods of time, possibly for the remainder of the year.

LEVEL III

These offenses are of extreme danger and include, but are not limited to: 1. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol according to District policy. Physical attack on the bus driver. 3. Hitting the driver with a thrown object. 4. Tampering with or operating the emergency door except in cases of emergency. 5. Leaving or entering the bus via the emergency exit while the bus is in motion. 6. Tampering with the bus controls. 7. Endangering health, safety, and welfare of students and/or the bus driver. 8. Possession of weapons as per district weapons policy.

DISCIPLINARY ACTION Notification/parent conference. Level III violations will be a ten (10) day to one year suspension from school district transportation plus suspension or expulsion. The above policy does not in any way abrogate the right of the school district, the bus company, and/or the bus driver to charge for the cost of repairs, or to file civil or criminal charges before the appropriate legal authorities.

Grading System

The grading system is as follows for Grades 1-8:

- A 93 - 100
- B 85 - 92
- C 75 - 84
- D 70 - 74
- F 0 - 69

The following letter system is used for grades K-6 for minor subjects, student behavior, and study habit characteristics:

- D - Distinguished
- S - Satisfactory/Meets the grade level
- N - Needs improvement
- U - Unsatisfactory/Below grade level

Major subjects for grades K-2 include: Reading, ELA, & Math

Major subjects for grades 3 - 8 include: ELA, Math, Science, & Social Studies

Minor subjects for grades K-6 include: Handwriting, Art, Music, Health & PE, Library (K-6), & Computers (3-7)

Principal's List/Honor Roll for grades 3 - 8

- **Principal's List (Grades 3-6):** A weighted GPA average greater than or equal to 93%. At least three grades greater than or equal to 93%. No grades less than 85%. No Ns or UNS in special subjects and/or conduct.
- **Honor Roll (Grades 3-6):** A weighted GPA average of 85%. No grades less than 85%. No Ns or UNS in special subjects and/or conduct.
- **Principal's List (Grades 7-8):** A weighted average greater than or equal to 93%. At least three grades greater or equal to 93%. No grades less than 85%.
- **Honor Roll (Grades 7-8):** A weighted average greater or equal to 85%. No grades less than 85%.
- **Perfect attendance** requires no absences, no tardies, or leaving early (This does NOT include School-sponsored events).

Promotion/Retention

Grades Kindergarten 1st & 2nd:

- A failure in Reading for the year will result in retention.
- If a student does not achieve a passing grade in ELA or Math, the student will be required to receive and pass remedial instruction in a district provided or approved program in order to be promoted. All fees will be the responsibility of the student/parent.
- Credit may also be earned following 30 hours of tutoring. The tutor must be subject certified, approved by the Principal, and all forms must be completed and turned in to the school. All fees will be the responsibility of the student/ parent.
- Consecutive yearly failures in the same subject could result in a retention.

- The promotion or retention of students with IEPs will be decided by the IEP team.

Grades 3 - 6:

- If a student does not achieve a passing grade in ELA, Math, Science, or Social Studies, the student will be required to receive and pass remedial instruction in a district provided or approved remedial program in order to be promoted. All fees will be the responsibility of the student/parent.
- Credit may also be earned following 30 hours of tutoring. The tutor must be subject certified, approved by the Principal, and all forms must be completed and turned in to the school. All fees will be the responsibility of the student/ parent.
- Exceptions to these requirements:
- Consecutive yearly failures in the same subject could result in a retention.
- The promotion or retention of students with IEPs will be decided by the IEP team.

Grades 7 - 8:

- In order for a student to be promoted, a minimum of 5 credits must be earned with passing grades in ELA, Math, Science, & Social Studies. The additional one credit must be earned
 - through the passing of the minor subjects taken (*Art .25 Credit, Music .25 Credit, Computers .25 Credit, Health/PE .25 Credit, FCS .25 Credit, Tech. Ed. .25 Credit, STEAM .5 Credit*)
 - If a student does not achieve a passing grade in ELA, Math, Science, or Social Studies, the student will be required to receive and pass remedial instruction in a district provided or approved remedial program in order to be promoted. All fees will be the responsibility of the student/parent.
 - Credit may also be earned following 30 hours of tutoring. The tutor must be subject certified, approved by the Principal, and all forms must be completed and turned in to the school. All fees will be the responsibility of the student/ parent.
- Exceptions to these requirements:
1. Consecutive yearly failures in the same subject could result in a retention.
 2. The promotion or retention of students with IEPs will be decided by the IEP team.

Progress Reports/Report Cards

- **Progress reports** are sent electronically to parent/guardian emails in first through eighth grades at the midpoint of each marking period. Grades can also be monitored throughout the school year by parents on PowerSchool, <http://ps.itasd.org/public> .
- **Report cards** will be sent home at the end of each of the four quarters via email. Each quarter is approximately nine weeks in duration.

Pre-Algebra Enrollment (6th grade going into 7th grade)

The following is the criteria that will be used to make a final determination for enrollment into Pre-Algebra as a 7th grade student.

- Final 6th Grade Math average of 90% or higher
- Pre-Algebra placement test score of 80% or higher
- A PVAAS projection of 70% or higher
- Meets/Exceeds STAR PreAlgebra I readiness
- Advanced/Proficient score on 6th grade PSSA Math test

All of the criteria above will be in place by the end of the school year, with the exception of the PSSA Math score. Those scores are typically released mid-summer, and at that time a final decision will be made. If for any reason, your child does **not** fulfill at least **4 out of the 5** criteria above, you will be notified, and he/she will be placed in 7th Grade Pre-Algebra A for the upcoming school year..

Algebra 1 Enrollment (7th grade going into 8th grade)

The following is the criteria that will be used to make a final determination for enrollment into Algebra 1 as an 8th grade student.

- Final 7th Grade Math average of 90% or higher
- Algebra I placement test score of 80% or higher
- A PVAAS projection of 70% or higher
- Meets/Exceeds STAR Algebra I readiness
- Advanced/Proficient score on 7th grade PSSA Math test

These criteria are in place to ensure students are appropriately prepared to take the Algebra I Keystone Exam at the end of the course. Proficiency on Keystone Exams is a high school graduation requirement. All of the criteria above will be in place by the end of the school year, with the exception of the PSSA Math score. Those scores are typically released mid-summer, and at that time a final decision will be made. If for any reason, your child does **not** fulfill at least **4 out of the 5** criteria above, you will be notified, and he/she will be placed in 8th Grade Pre-Algebra B for the upcoming school year and enrolled in Algebra I during freshman year at the high school.

Annual Testing

- CDT, and STAR Assessments: These assessments are used to measure a student's relative strengths and weaknesses in various skill areas. The tests are administered throughout the year. The skills covered vary from year to year and generally include vocabulary, reading comprehension, language arts, math concepts and computation skills and Science
- The Pennsylvania System of School Assessment (PSSA) is given by the state in each school district to every student in grades 3-8. The purpose of this test is to provide a broad measure of a school's performance from which the district can plan curriculum and develop long-range strategic plans.
- 8th Grade students enrolled in Algebra I will also take the Keystone Assessment. Passing this test is part of their pathway to JTHS graduation requirement.

Guidance Services

Guidance services are provided for all students in the Jim Thorpe Area School District. This service has a dual focus: individual and/or small group counseling for students with specific issues as well as a developmental component offered for all students in their classroom. Developmental guidance classes are provided for elementary students. These sessions are conducted in the classroom by the guidance counselor to discuss age appropriate topics or skills. Some of the topics addressed include: understanding self and others, handling emotions, good mental health, prejudice and discrimination, problem solving, drug and alcohol education,

study skills, and career exploration. Other guidance services provided by the guidance counselors include parent and teacher consultation, referral to outside agencies, and assessment/testing. Guidance counselors are Matthew Shaffer (Grades K-3 LBM), Jodi Damian (Grades 4-8 LBM), Stacie Gula (Grades K-3 PKC), and Julie Cenci (Grades 4-8 PKC).

Social Worker

School social workers work individually and in groups with students to create nurturing relationships that enhance students' academic achievement, and personal success. The social worker will work collaboratively to address barriers to learning, promote positive mental health, and ensure students receive appropriate interventions. The role includes counseling, resource coordination, advocacy, and community partnerships to support the holistic development of students. The school Social Workers are: LBM: Nicole Pollinger and PKC Marlon Boone

MTSS Services

Multi-Tiered System of Supports (MTSS) – Overview for Families

What is MTSS?

The Multi-Tiered System of Supports (MTSS) is a school-wide approach that helps every student succeed—academically, socially, emotionally, and behaviorally. It is a proactive system that identifies students' needs early and provides the right level of support before challenges become bigger problems or a referral to special education is needed.

MTSS Teachers are: LBM Mrs. Megan Reilly-Oddy and PKC Mrs. Jill Heydt (Grades K-8)

There are Three Tiers of MTSS

Tier 1 – Core Instruction (For All Students)

- High-quality classroom instruction for *every* student.
- Focus on grade-level standards, positive behavior expectations, and social-emotional skills.
- Teachers regularly check progress to make sure all students are on track.

Tier 2 – Targeted Small-Group Support

- For students who need *a little extra help* in specific areas.
- Support might include small-group lessons, extra practice, or social skills groups.
- Students receive these supports in addition to their regular classroom instruction.

Tier 3 – Intensive, Individualized Support

- For students who need *more intensive help*.

- One-on-one or very small group instruction targeted to specific needs.
- Frequent progress monitoring to adjust instruction as needed

How We Monitor Progress

- **Screenings:** All students are assessed several times a year to identify strengths and needs.
- **Progress Checks:** Students receiving extra help are monitored more frequently to ensure strategies are working.
- **Team Approach:** Teachers, specialists, counselors, and parents work together to make decisions

Title 1 Reading and Math Programs

The Title 1 program is a federally funded program, which provides supplementary reading and math instruction. It is closely coordinated with and supports the regular reading and math program. Title 1 staff provide assistance in the regular classroom and/or in small group sessions. The goals of the program are to help students attain grade level proficiency and to succeed in the regular reading and math program. If you feel your child may be in need of assistance in reading or math, contact our district Title 1 Math and Reading Coordinator, Mrs. Zoba at 570-325-3909.

Title 1 Math: Grades 2 - 7

Title 1 Reading: Grades Kindergarten - 6

Special Education

The Jim Thorpe Area School District believes that every child be given an educational program that will permit him/her to be as independent as possible and to be a contributing member of an adult society. Learning support classes are in every building for children whose primary need is support in the academic areas of reading and math. The district also operates other special education programs, which include life skills, emotional support, speech, language support, and gifted support. Additionally, specialized programs in approved private settings for exceptional children are available when deemed appropriate. Carbon-Lehigh Intermediate Unit #21, in cooperation with the school district, provides support for hearing, blind, or visually impaired, multi-handicapped, autistic, physical support, and preschool classes.

Identification Procedures

The Jim Thorpe Area School District believes that every child should be given an educational program that will permit him/her to be as independent as possible and to be a contributing member of adult society. Teachers and parents who feel a child is exceptional and in need of a special program can request an evaluation. A parent request should be submitted in writing to the guidance counselor, principal, or school psychologist. Evaluations are completed throughout the year in every school in the district. If the child is found to be exceptional and eligible, an individual educational plan based on the child's needs is developed by a team which includes professional staff and parents.

Services and Programs

The Jim Thorpe Area School District operates Learning Support Classes in every building for children whose primary need is support in the academic areas of reading and math. The district also operates other special education programs, which include life skills, emotional support, speech and language support. Additionally, specialized programs in approved private settings for exceptional students are available when deemed appropriate. Carbon-Lehigh Intermediate Unit #21, in cooperation with the school district, provides support for hearing, blind or visually impaired, multi-handicapped, autistic, physical support, and preschool classes.

Confidentiality

Confidentiality is maintained on all personally identifiable information regarding students. Parents have the right to see and/or obtain a copy of their child's records. Information on these policies, procedures, and programs is available from the guidance counselor. For additional questions regarding special education, please contact the Director of Special Education, Mrs. Fawn Meli, at 570-325-3691.

EQUAL RIGHTS & OPPORTUNITIES

To comply with federal laws (including Title IX of the Education Amendments of 1972), Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws and state Department of Education regulations concerning equal rights and opportunities, and to assure those within the Jim Thorpe Area School District, the district declares itself to be an Equal Opportunities Agency.

As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, sex, age or non-relevant handicaps and disabilities as defined by law. The Jim Thorpe Area School District's commitment to nondiscrimination extends to students, prospective employees, and the community.

For information regarding civil rights or grievance procedures, contact Mrs. Fawn Meli Director of Special Education and Section 504 Coordinator or Mrs. Paula Fulks, LBM Principal and Title IX Coordinator at the Jim Thorpe Area District at (570) 325-3691. Mrs. Meli may be contacted regarding services, activities, and facilities that are accessible to and usable by handicapped persons.

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS IN THE JIM THORPE AREA SCHOOL DISTRICT

Family Educational Rights and Privacy Act (FERPA), gives parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the district receives a request for access.
Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Jim Thorpe Area School District to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate

or misleading. If the district decides not to amend the record as requested by the parent or eligible student

3. The district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Information regarding the hearing procedures will be provided to the parent or eligible student with this notification.
4. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. (Optional) Upon request, the district discloses educational records without consent to officials of another school district in which a student intends to enroll.
5. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

The Jim Thorpe Area School District, either directly or through various other educational agencies, including Carbon Lehigh Intermediate Unit #21 provides Special Education services that may be required by children with special needs.

In compliance with state and federal law, notice is hereby given by the Jim Thorpe Area School District that it conducts identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- | | |
|--------------------------------------------|-----------------------------------|
| 1. Autism/Pervasive Developmental Disorder | 8. Neurological impairment |
| 2. Blindness or Visual Impairment | 9. Other Health Impairments |
| 3. Deafness | 10. Physical Disability |
| 4. Developmental Delay | 11. Serious Emotional Disturbance |

- | | |
|-------------------------------------------------|------------------------------------|
| 5. Mentally Gifted | 12. Specific learning Disability |
| 6. Intellectual Disability (Mental Retardation) | 13. Speech and Language Impairment |
| 7. Multi-handicapped | 14. Traumatic Brain Injury |

If you believe that your school-age child may be in need of special education services and related programs, you may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to the building principal or Mrs. Fawn Meli, Director of Special Education, 1100 Center Street, Jim Thorpe, PA 18229, 570-325-3691.

Preschool Children With Special Needs (Age 3 to School Age)

Parents who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself should contact Carbon Lehigh Intermediate Unit #21, that offers Project Connect, a preschool program for children with special needs. CLIU #21 can provide information, screening, evaluation, programs, therapy, parent support, and referral to community agencies at no cost to the parent. For further information, phone CLIU #21 at (610) 799-4111 or (800) 223-4821, or the Jim Thorpe Area School District.

Protected Handicapped Students

In compliance with state and federal law, the Jim Thorpe Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact, in writing, the Special Education Director or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the Special Education Director or any building principal.

CHILD FIND

The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district calendar, the district newsletter, and the newspaper. In addition, flyers and brochures are given to each of the non-public schools within Jim Thorpe Area School District borders.

ACCOMODATION FOR THE DISABLED

All district schools provide accessibility for the disabled. Parents of a disabled child should contact the Director of Special Education, Mrs. Fawn Meli at 570-325-3691 for inquiries regarding appropriate placement of their child. Disabled adults who wish to visit or utilize school facilities should contact the appropriate Building Principal for information. General questions regarding the accessibility of school facilities for disabled persons should be directed to the Office of the Superintendent, at 570-325-3691.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Jim Thorpe Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jim Thorpe Area School District, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jim Thorpe Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the Jim Thorpe Area School District, that they do not want their student's information disclosed without their prior written consent. If you do not want Jim Thorpe Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the second week of school. Jim Thorpe Area School District, has designated the following information as directory information: [Note: The Jim Thorpe Area School District may, but does not have to, include all the information listed below.]

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Dates of attendance |
| -Date and place of birth | -Grade level |
| -Major field of study | |
| -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) | |

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act).

The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. **Please contact the district's homeless liaison Tammy Lombardo Schatz at (570) 325-3910 if you have any questions.**

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

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

- When a student is identified as being McKinney-Vento eligible, staff will:
- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services

- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

Title III Statement

Title III is officially known as the English Language Acquisition, Language Enhancement, and Academic Achievement Act. Title III is a part of federal funding. It is specifically targeted to benefit **Limited English Proficient** (LEP) children and immigrant youth. The Act states that LEP students must not only attain English proficiency but simultaneously meet the same academic standards as their English-speaking peers in all content areas. Our program provides language development and ELA education to students using research-based reading programs.

Title IX Statement

The Jim Thorpe Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, program or employment practices as required by Title VI, Title IX, and Section 504. In the event of a Title IX complaint, please contact Paula Fulks, Title IX Coordinator, at paula.fulks@jtasd.org or 570-732-2904, 150 West Tenth St., Jim Thorpe, PA 18229.

Project OLE

The JTASD has been a committed leader in technology education to better prepare our students for future careers through the utilization of advanced technology. "Project OLE" (Olympian Learning Environment) was launched in the 2015-2016 school year. Students in grades K-6 will be issued an iPad, while students in grades 7th and 8th will be issued iPads with keyboard cases. All students will need to complete the proper permission forms and pay the determined insurance deductibles to use their technology devices at home.

Acceptable Use Policy (AUP)

The JTASD is pleased to be able to offer access to the district technology that provides the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the internet. **To gain access to these resources, students and parents must sign the AUP and pay the \$25.00 insurance fee.**

Consequences will be determined on an individual basis and will follow progressive discipline described in the K-8 student handbook. Below are samples of violations of the AUP and consequences. The following examples of violations and consequences can be altered case by case based on circumstances. The school administrator and/or superintendent may deviate from these examples, if necessary.

Level 1 Violations: Failure to bring technology to school. Email, texting, gaming, internet surfing, without teacher's permission or related to school activities.

Consequences: Infraction, Lunch Detention, Detention

Level 2 Violations: Modifying the district's browser setting or other techniques to avoid being blocked from inappropriate content or to conceal inappropriate internet activity. Attempting to defeat or bypass the district's internet filter or security settings. Unauthorized downloading/installing of Apps that are not found in the school self-service application. Neglectful handling of devices such as leaving unattended

in hallways, lunch rooms, locker rooms, etc. Sending/forwarding assignments to another student to use as their own and/or copy.

Consequences: In-school suspension(s), restricted device use, take home privileges lost (3 days for first offense, 10 days for third offense), loss of technology take home privileges (final offense).

Level 3 Violations: Using an account belonging to another student or staff member., Cyber Bullying, Using racist or derogatory terms and threats, illegal activities

Consequences: Parent/Administrator/Law Enforcement meeting, Administrative/Law Enforcement discretion on consequence(s).

Telephone/Cell Phone Use - The **office telephone** is available for student use in the event of an emergency. Students must request permission to use the telephone and should not expect to be excused from class to do so.

In the event of a **student sickness**, students are **NOT** permitted to use their cell phones to contact a parent to pick them up from school. They must see the nurse and she will make the parental contact.

Violation: 1st Offense: Infraction, Warning, unexcused absence

2nd Offense: Infraction, after school detention, unexcused absence.

Cell phones are **not to be used in the building**. This includes taking photos, videos, accessing and/or posting on social media during school hours, which includes buses/vans. We request that all cell phones **be kept** in the student's **locker** and/or **bookbag**. The cell phone should be **turned off and/or silenced during school hours**.

**Airpods fall into the same category as cell phones—they are NOT to be out or in use during the course of the day

Consequences

1st offense - The student brings the cell phone to the main office for the remainder of the day. The student may pick up the phone at the end of the school day.

2nd offense - The student will bring the phone to the main office and a parent or guardian will need to pick up the cell phone at the end of the school day.

3rd offense - same as number 2 plus a detention will be assigned.

* Additional offenses will result in detentions/ISS.

School Wide Positive Behavior Supports (SWPBS)

In order to promote a rich and positive learning environment in our schools, the JTASD has implemented a behavior incentive program based on student expectations, acknowledgement of desired behaviors, and a reward system that appeals to learners of all ages. Students are expected to behave in accordance with rules in all settings of the school community. When students are noticed for good behavior by faculty and staff, they will be rewarded and recognized for their positive behavior(s) on a frequent basis.

Torch Tickets with staff signatures will be used as the primary reinforcer, coupled with verbal recognition, of the positive behavior displayed by the student. Use of the tickets will remind faculty to acknowledge desired behaviors while motivating students to act in a positive and respectful manner. Students can “purchase” items using the Torch Tickets they have accumulated. The special privileges are organized by the SWPBS team and are a leveled system. Students may not sell or reproduce Torch Tickets.

TORCH Reward Activities: Various activities will be scheduled throughout the school year, which will be designated as torch rewards. These activities include assemblies, trips, dances, games, etc. Students whose discipline record indicates three or more infractions or a consequence of a detention or greater each marking period will be denied privileges. TORCH reward activities are earned through positive behaviors and choices.

Lockers

Students in grades 6-8 are assigned lockers. The school district is not responsible for any items taken from student's lockers. The school does not permit students to share their lockers or combinations with other students. There are no exceptions to this rule. Students who share a locker are subject to disciplinary action. All lockers remain the property of the district and are subject to inspection at any time.

Parent/Teacher Association

The PTA is a dynamic and energetic volunteer organization whose purpose is to bring the home and the school into a closer relationship so that parents, teachers and community members become partners in the education of children and youth. The PTA serves grades K-8 and membership is open to anyone interested. A nominal fee is required for PTA membership. Meeting dates and times are announced monthly.

Some of what the PTA provides:

- Appreciation Gifts: teachers, aides, counselors, nurses, secretaries, and administrators
- Arts in Education national Reflections Contest: K-12
- Assemblies
- Book Fairs
- Community Events
- Funding to give children books
- Gifts: money to school buildings for approved items
- Field Trips: provides funding
- Hospitality: beverages and snacks at registration, orientation, & meetings
- Incentive Program: increase attendance and decrease infractions
- Moving Up Party & Ceremony refreshments
- Red Ribbon Week: Anti-drug program and school wide contests
- Scholarships: to members of senior class
- Science Fair: sponsors prizes and provides volunteers

Research shows that children benefit directly from active involvement by their parents or guardians within the school. Your children will be better prepared and do better in school.