2018-2019

Oil City Area School District

Seventh Street and Smedley Elementary School

Student Handbook



***Title I Parent and School Compact***

 *School*

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

* Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required)
* Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
	+ parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement
	+ frequent reports to parents on their children’s progress;
	+ reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
	+ ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (required) *(ESSA, Section 1116(d)(1-2))*
* Treat each child with dignity and respect
* Strive to address the individual needs of the student
* Acknowledge that parents are vital to the success of child and school
* Provide a safe, positive and healthy learning environment
* Assure every student access to quality learning experiences
* Assure that the school staff communicates clear expectations for performance to both students and parents

*Parent*

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

* Volunteering in their child’s classroom (required)
* Supporting their child’s learning (required)
* Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
* Create a home atmosphere that supports learning
* Send the student to school on time, well-fed, and well-rested on a regular basis
* Attend school functions and conference
* Encourage their child to show respect for all members of the school community and school property
* Review all school communications and respond promptly

*Student (all school discretion to include items below)*

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

* Get to school on time every day
* Develop a positive attitude toward school
* Be responsible for completing homework on time
* Be cooperative by carrying out the teacher’s instructions and ask for help when needed
* Do daily work that is neat and reflects the student’s best effort
* Be respectful to all school members and to school property

**Title I and ESSA**

**Parents Right To Know Letter**

 **Seventh Street Elementary and Smedley Elementary School**

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 28, 2018

Dear Parent(s)/Legal Guardian(s):

Your child attends our schools which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child’s education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At **our**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

* Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
* Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
* What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

* Information on policies regarding student participation in assessments and procedures for opting out, and
* Information on required assessments that include
	+ subject matter tested,
	+ purpose of the test,
	+ source of the requirement (if applicable),
	+ amount of time it takes students to complete the test, and
	+ time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the Principal at your child's school**]**.

Sincerely,

***Tammie Newman, Principal Seventh Street and Smedley Elementary***

**ESEA Title I Support Program**

The Oil City Area School District receives federal funds to operate supplemental Title I programs in all of our schools.

The High School, Middle School, Hasson Heights, Smedley Street, Seventh Street Elementary schools are Title I schoolwide schools. This means that every child in the school is considered a Title I child. Every child is eligible to receive supplemental reading and/or math services if they have educational needs. This allows for more students to be served and for groups to change more easily.

Keystone Exams, PSSA assessment results, as well as benchmark assessments and classroom success are used to determine who needs supplemental instruction through Title I. Additional diagnostic assessments are used to determine specific areas of needed instruction. Intervention groups are kept as small as possible to allow for more individualized instruction in specific areas of need. The students who receive supplemental instruction may change about every 9-12 weeks as student progress is monitored and students are added or removed from the supplemental instruction.

At the Middle School, Hasson Heights, Seventh Street and Smedley Elementary schools, a math coach coordinates with administrators and teachers to review PSSA data and benchmark data. This data is used to help drive instruction and identify student areas of strengths and weaknesses.

The Title I reading specialists in the elementary buildings, work closely with the classroom teachers and the building principal to identify the students most in need of supplemental reading services. These services are provided by reading specialists and/or paraprofessionals. At the Middle School, a reading coach works with the reading teachers to review data and assist in identifying students who need additional supports. The services may be provided in the regular classroom or the student may be “pulled out” of the regular classroom to receive reading intervention with a small group of his/her peers. Student progress is monitored closely and the students receiving intervention may change as they show progress or show signs of struggling in the regular reading program.

At Hasson, Smedley, and Seventh Street Elementary Schools, paraprofessionals go into the regular classrooms during math instruction to assist students who are struggling with the math concepts being taught at the time. The classroom teacher designs the math instruction and directs the paraprofessional as to which students to assist and how to reinforce the math skills being taught. Sometimes the paraprofessional will work with an individual student or small groups of students as directed by the classroom teacher.

 If a parent has a question or would like additional assistance, they are encouraged to call Tammie Newman at 814-677-3029.

Title I is different from Special Education services. If you have any questions about this, please talk to your child’s teacher or the school principal.

The ultimate goal of Title I is for the student to be successful in the regular classroom.

*Revised August 2018*

**Oil City Area School District**

 **Board of Education**

The Board of Education establishes policies and adopts regulations for the operation of the public schools. Its nine members, who serve without pay, are elected by qualified voters.

Mr. Joseph McFadden, President

P.O. Box 146, Rouseville, PA 16344 676-5818

Mr. Fredrick Weaver, Vice President

P.O. Box 163, Oil City, PA 16301 676-5163

Mr. Mark Kerr

11 Paul Revere Road, Oil City, PA 16301 677-0749

Ms. Angella Scalise

113 Maple Avenue, Oil City, PA 16301 758-9700

Mr. Joseph Womer, Jr.

517 West Third Street, Oil City, PA 16301 676-3232

Ms. Shari Neely

2 Oakwood Dr., Oil City PA 16301 758-0167

Mr. Jim Disque 677-7825

22 Warren Street, Oil City, PA 16301

Mrs. Diana Davis 410-5114

312 West 4th Street, Oil City, PA 16301

Mr. Chris Hibbard 677-7631

3155 State Route 417, Franklin, PA

Mr. Greg Merkel, Board Solicitor 676-3933

PO Box 407, Seneca, Pa 16346

**Administrative Office**

825 Grandview Road, Oil City, Pa 16301 676-1867

Superintendent, Dr. Lynda Weller

Business Manager, Mrs. Susan L. Fisher

Board Secretary, Ms. Shirley McLaughlin

**Oil City Area School District**

**MISSION STATEMENT**

Every Student…Every Day

**VISION STATEMENT**

We Believe: Each student can learn.

 Learning is a lifelong process.

● Each student needs to be encouraged to challenge his/her abilities.

● Each person has worth and value.

● Education improves the quality of life.

● Students learn in different ways.

● Family support nurtures growth and development.

● Diversity can enrich society.

● Curiosity inspires learning.

● Communications between the home and school is essential.

● Healthy students make better students.

● Each student can become a productive member of his/her community.

● Students can benefit from a positive sense of belonging to a community.

**DISTRICT GOALS**

1. Each student will make meaningful gains.

2. Students will be able to strive and achieve proficiency as delineated by the

Pennsylvania State School Assessment (PSSA) and Pennsylvania Keystone Exams.

3. Students will be able to achieve an attendance rate of 95% as stated by the OCASD

Board.

4. Students will be able to maintain an exemplary discipline record.

5. Students will be able to participate in clubs, sports and school activities.

.

**DISTRICT LEARNING PRINCIPLES**

1. Learning is an active, positive experience.

2. Learning is individualized and personalized.

3. Learning is a lifelong process of problem-solving.

4. High expectations promote learning.

5. Permanent learning results from practice

**PENNSYLVANIA ACADEMIC STANDARDS**

All teachers at OCASD are required to align their lesson, assessments, projects, etc. with the Pennsylvania Academic Standards. These standards provide target for instruction and student learning essentials for success in all academic areas. The standards also reflect the increasing complexity and sophistication that students are expected to achieve as they progress through school. Teachers shall expect that students know and are able to apply the concepts and skills expressed at the preceding level of study.

For more information about the PA Academic Standards you may visit the following website: <http://www.pde.state.pa.us>

**DAILY ELEMENTARY SCHEDULE**

Bus Arrival 8:20 a.m.- 8:35 a.m.

Tardy Bell 8:40 a.m.

Classes 8:40 a.m.- 3:20 p.m.

Bus Departure 3:20 p.m.

Elementary Teachers’ Day 8:20 a.m.- 3:50 p.m.

|  |
| --- |
| **REPORT CARD DISTRIBUTION** |
| **ELEMENTARY (Grades K-4)** |
| **5th Wk Eval Reports due** | **Report Period Ends** | **Grades Due** | **Reports Given Out** |
|  |  |  |  |
| 1. Tues, Oct 2 | 1. Wed, Oct 31 | 1. Mon, Nov 5 | 1. Thurs, Nov 8 |
| 2. Mon, Dec 10 | 2. Wed, Jan 16 | 2. Mon, Jan 21 | 2. Thurs, Jan 24 |
| 3. Fri, Feb 22 | 3. Tues, Mar 26 | 3. Fri, Mar 29 | 3. Wed, Apr 3 |
| 4. Mon, May 6 | 4. Tue, June 4 | 4. Tues, June 4 | 4. Tue, June 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Grading Scale -- Grades 1-4**

Achievement Effort

A = 90-100 1—Outstanding

B = 80-89 2—Satisfactory

C = 70-79 3—Needs improvement

D = 60-69 4—Unsatisfactory

F = 0-59

I - Incomplete

M – Curriculum and/or teaching strategies have been modified to meet individual needs.

These levels of achievement are given for Art, Music, and Physical Education:

Adv = Advanced

Pro = Proficient

Bas = Basic

BB = Below Basic

 **VISITOR INFORMATION**

The Oil City Area School District is committed to providing a safe and secure environment for our students and staff. As part of our continuing efforts, all schools in the Oil City Area School District will follow the same procedures when a visitor arrives at school/

1. The visitor must be buzzed into the building.
2. All visitors must report directly to the main office.
3. All visitors must sign in and receive a visitor’s pass from the office.
4. If visitors have a scheduled appointment, they will be escorted from the office to their meeting.
5. If visitors do not have a scheduled appointment, they must remain in the office until the purpose of their visit can be verified and cleared by office personnel.  **In order to avoid delays, it is strongly recommended that all visitors call ahead to schedule appointments.**
6. Upon completion of their appointments, visitors will be escorted to the office where they must sign out.

Visitors who are dropping items off for students may leave them at the office. The items will be delivered by office staff.

***Primary school parents will be permitted to escort their children to class for the first week of the school year.***

Parents picking up students from the nurses office will remain in the office and your child will be brought down to the office.

See Board policy 907 for more detailed information.

**Parent Portal**

Oil City Area School District is offering a web-based grading service to parents and guardians of children in grades 2-12. It is the parent portal through PowerSchool (the District’s Student Information System) which will allow you to view your child’s grades, assignments, attendance, and discipline files. Registration information will be made available at the beginning of the school year.

You may register for the parent portal at **http://ps.ocasd.org/public/** or follow the link from the District’s website: **www.ocasd.org**.

**Arrival and Dismissal**

Students will be permitted to enter the school at 8:20 a.m. Students should not arrive any earlier than the designated entrance time. The dismissal bell rings at 3:20 p.m.

**If your child arrives late to school or needs to leave school during school hours, the parent/guardian must come to the office and complete the sign-in and sign-out sheet.** You will also need to turn in an excuse explaining the reason for the tardy or early dismissal.

**ATTENDANCE**

**Tardiness**

One aim of the Oil City Area School District is to help students develop good habits. Every student should form the habit of being on time. A student is considered tardy if he/she arrives after **8:40 a.m. and before 9:40 a.m.** After that time, students are considered ½ day absent for the morning. If a student leaves school after **11:40 a.m. but before 2:40 p.m**., he/she is considered ½ day absent for the afternoon.

Except in the case of an extreme emergency, no student is to be signed out prior to dismissal unless the school office is notified, in writing, the morning of a scheduled doctor’s appointment. Parents are to report to the building office for student pick-up and the office will call to the classroom for your child.

**Absenteeism**

Absenteeism presents a real problem for education and more so for the individual. Attendance in school is mandated under the Compulsory Attendance Laws and is the responsibility of the parent/guardian. Research has shown that good attendance correlates with higher achievement. Punctual and regular attendance is extremely important. Unless it is absolutely impossible, students should be in school every day of the school year.

According to the Pennsylvania Attendance Laws, an absence is lawful or excused only for the following reasons: illness, quarantine, death in the immediate family, impassable roads, approved religious holidays, and justifiable extenuating circumstances approved by the building principal. If it is necessary for a student to be absent from school, he/she, upon returning, will be required to provide the district with a written statement from his or her parents specifically explaining the cause of absence. It is important for parents to supply this information so that the student will not be charged with an unlawful absence, which may eventually result in a non-traffic citation being filed with the local district court. A doctor’s certificate may be required when a student misses three (3) or more consecutive days, or when a student misses an excessive amount of school.

If the child forgets the excuse, he/she will be granted temporary admission. After three days with no excuse, the absence becomes unlawful (illegal). With the accumulation of three (3) unlawful (illegal) days, parents will receive an official notice concerning the state law and be invited to a Truancy Elimination Program Conference. If additional unlawful (illegal) days occur, parents will be cited and taken before the District Magistrate.

The Oil City Area School District works in conjunction with Venango County Children & Youth Services regarding the enforcement of Compulsory Attendance, and jointly has established clear guidelines and directions in the cases of chronic unlawful absences. The Outreach Program began in Oil City Area School District in May 2012. The goal of the program is to provide preventative and supportive services to families and students in order to assist in the elimination of truancy and allow your child to reach their academic and overall potential.   If your child is either absent or tardy for a greater number of days than Pennsylvania Compulsory Attendance Laws permit, a referral will be made to the program. Referrals can be made by students, parents, and school staff. A self-referral can be made as well.  The Outreach Coordinator will contact your family to provide short-term interventions to your child and family to alleviate barriers that are having an impact on attendance. The program is voluntary and family focused.  Participation in the Outreach Program is designed to empower families to identify needs specific to their lives which will eliminate truancy and improve your quality of life.

Parents of students who have missed 10 days or more of school will be notified in writing by the school. A child may have only 10 excused absences during a school year. After the 10th day of absence, the student will be required to provide a doctor’s excuse for their absence. The doctor’s excuse must indicate that the child was seen in a doctor’s office by a doctor, physician’s assistant, or certified registered nurse practitioner. Failure to do so will result in an illegal absence being issued. Parents may periodically receive attendance update letters. All communications regarding attendance will be forwarded to Children and Youth for their information.

**\* Absences for which excuses are not turned in within three days upon returning to school are considered unexcused/illegal.**

**\*A parent who picks their student up from school early or drops their student off at school late due to a doctor’s appointment, must provide an excuse or the day will be considered unexcused/illegal.**

**Absence for Medical Appointments**

We recognize that from time to time it becomes necessary to schedule medical/dental appointments during the school day. However, we strongly encourage that these appointments be scheduled after school hours. When a child is being excused for a medical appointment, the returned excuse is to include the day, date, appointment time, and time of departure from that appointment. In addition, the excuse should be signed by the attending physician, physician’s assistant, or their designee.

**Family Educational Tours/Trips**

As per School Board Policy #204, family educational tours and trips of up to five days for the entire year must be approved **in advance** by the school administrator(s). Requests of more than five (5) days of absence for the purpose of educational tours and trips will be decided by an Administrative Team comprised of a principal, one of the student’s teachers, and a central office administrator. To ensure that the student has received his/her assignments for the period of time to be missed, he/she must complete an educational field trip form 5 days before leaving on the trip. These educational trip forms must be signed by the principal or assistant principal. The forms are available in the office. ***When this form is not on file, all absences due to trips will be marked “unexcused.”***

**The following are tentative achievement test dates set by the state and we discourage trips from being scheduled during these times:**

**April 15-26 State Assessment Test –English Language Arts Grades 3 and 4**

**April 29 - May 3rd State Assessment Test – Math Grades 3 and 4**

**April 29 - May 3rd State Assessment Test – Science - Grade 4**

**Given the importance of the PSSAs, the OCASD discourages family educational trips during the designated testing window. If you must take an educational trip during the state’s testing window, please be aware that these days may not be approved and will therefore be unexcused.**

**Perfect Attendance**

***Perfect Attendance is defined as a student who attends school one hundred percent of the scheduled time. A student who arrives late or leaves early – even for an excused absence – will not be eligible to receive any recognition in this area. Any student who arrives after 8:40 a.m or leaves before 3:20 will not be eligible for the perfect attendance award*.**

**Transportation**

The school buses are operated by an independent contractor, Cranberry Bus Company 676-3082. If you have any problem with a bus, you may contact the bus company or the Administrative Office, 676-1867.

***ALL SCHOOL BUSES WILL BE EQUIPPED WITH VIDEO AND AUDIO RECORDING EQUIPMENT.***

**SCHOOL BUS REGULATIONS**

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Children are not to ride any other bus than the one they are assigned. Students are to get on and off the bus at their assigned stop.

There are certain rules that are designed for the discipline and safety of those riding the school bus. It is the pupil’s responsibility to obey the rules established and approved by the school board.

**Student Regulations for School Based Transportation**

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are to get on and off the bus at their assigned stop. Students should be riding the transportation they are assigned to only. **Changes in bus transportation are for emergencies only and must be in writing and approved by the principal. For safety reasons, phone calls will no longer be accepted to change a student’s bus status.** A temporary bus pass will be issued and must be given to the bus driver. A child getting off the bus at any stop other than his own without a signed permission by the principal is in violation of school policy. Students riding transportation other than their own will be written up. Refer to the discipline procedures outlined on the reverse.

Students assigned to bus transportation will be assigned for 5 days a week. Students are not permitted to ride home with friends or go anyplace else after school except for the stop they are assigned to.

Students should be at the bus stop ten (10) minutes prior to the arrival of the bus. When a school bus does not arrive at the bus stop on time because of mechanical failure or weather conditions, students are expected to wait a reasonable time depending on weather conditions (reasonable time would be a least 30 minutes). After that time, the student should then return home and contact the school to determine the reason for the delay.

There are certain rules that are designed for the discipline and safety of those riding the school bus. It is the student’s responsibility to obey the rules established and approved by the school board.

*A. Bus Stop Rules*

1. Arrive at the assigned stop ten (10) minutes before bus pickup.

2. Wait for your bus in a safe place well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (No foolishness or horseplay).

3. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file—no crowding or pushing.

4. Respect the property rights of people who reside at or near the stop. If respect of property is not observed, a bus stop will be moved to a different location out of courtesy for the property owner.

5. Be careful if you cross the roadway to catch the bus—check to make sure all traffic is stopped.

*B. Bus Riding Regulations*

1. Obey the bus driver and observe the same conduct as in the classroom.

2. Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects, weapons and vandalism will result in disciplinary action by your school principal.

3. Keep the bus clean.

4. All students shall remain in their assigned seats at all times while on the bus.

5. Keep head, hands and feet inside the bus. Windows are to be opened only when the driver permits.

6. Students are not to be destructive—any deliberate damage caused by a student will be paid for “By the Offender.”

7. Students shall be courteous to their fellow students.

8. Bus drivers are authorized to assign seats. Students are required to sit in their assigned seats.

9. Students in possession of any type of explosive devices or weapons will be suspended from riding the bus immediately.

10. Students will be subject to all disciplinary rules and regulations.

11. Cameras and Video Recorders with Audio will be in use on each school vehicle.

12. All students with disabilities will be subject to due process procedures provided by the Individuals with Disabilities Education Act (IDEA).

*C. Bus Unloading Procedures*

1. Remain seated until the bus comes to a complete stop.

2. Leave the bus in an orderly manner.

3. Leave at your assigned bus stop.

4. Cross in front of the bus.

5. Students walking alongside the bus should stay away from the bus as far as possible if sidewalks are not available.

*D. Extra-Curricular Activities*

1. The above regulations apply to any trips under school sponsorship.

2. Students should respect the chaperones assigned to the trip.

*E. Emergency Procedures*

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.

2. The driver or the assigned helpers must have the cooperation of the students and they must remain quiet during the drills or emergencies so that they can hear directions.

3. Students are not to leave the bus unless instructed to do so by the bus driver for emergencies.

**Transportation Discipline Procedures**

Students who become serious discipline problems on the bus may have their riding privileges suspended by the building principal. The parent of a suspended child is responsible for seeing that their child gets to and from school safely.

The following procedure will be used - - the driver will report the incident to the principal on the “School Bus Incident Report.”

1st Offense - Warning

2nd Offense- School Consequence

3rd Offense – 1 day of suspended bus riding privileges

4th Offense - 3 days of suspended bus riding privileges

5th Offense - 5 days of suspended bus riding privileges

6th Offense – possible suspension of bus riding privileges for the remainder of the year

Please refer to the OCASD Bus Handbook for details regarding punishment for bus infractions.

Visit [www.ocasd.org](http://www.ocasd.org) and follow the link to the Bus Handbook.

Remember that all school rules apply when students are on the bus and at the bus stop. Violations that occur involving the school bus and/or incidents that occur on the way to school (bus stop/neighborhood) or returning from school (bus stop/neighborhood) may result in disciplinary actions imposed at school.

***Please note that parents are not permitted to board a school bus at any time***

Riding a bus is a privilege! Cameras and Video Recorders with Audio Recording will be in use with every vehicle.

Obey the rules and regulations and help

us keep transportation safe!

Oil City Area School District and Cranberry Bus Company

For information on Megan’s Law Website, please go to the following link [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)

 Revised August 2013

**Parent Drop-off and Pick-up**

Please follow the building specific Drop-off and Pick-up designated areas and procedures. This information will be included in the *Welcome Back Letter* from your student’s Principal. Only adults who have been listed on your student’s emergency information sheet will be permitted to pick your child up. We realize that emergencies may occur and you will need to contact the school by phone to let them know if another adult not on the card, will be picking up your child. This adult will need to provide photo identification. Your student’s safety is our primary concern and we appreciate our partnership with you in providing a clear and consistent dismissal routine to your student.

**Breakfast and Lunch**

**Breakfast is served daily beginning at 8:20 a.m. until 8:40 a.m.**  The Oil City Area School District participates in the Community Eligibility Provision (CEP). This program is available to schools/districts that are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of the Oil City Area School District are eligible to receive a nutritional breakfast and lunch every day at school at no charge to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

Please note that only one breakfast and one lunch per day per student will be available at no charge. Additional items may be purchased in the cafeteria. The student must either have cash to give to the cashier or money in his/her Parent Online account in order to make a purchase. Charging of additional items will not be permitted.

For more information about setting up a Parent Online account, please visit the district’s website at [www.ocasd.org](http://www.ocasd.org) and then click “Food Service” under Quick Links.

**Elementary School Rules**

All elementary students in the Oil City Area School District will be expected to comply with the following basic school rules:

 1. Be on time and be prepared.

 2. Practice safety at all times.

 3. Respect other people and their property.

 4. Use appropriate school language.

 5. Always do your best work.

Each classroom teacher will develop a Classroom Behavior Management/Discipline Plan at the beginning of the school year and will notify parents of that plan. A sample plan is attached for parent review.

**Sample Classroom Management/Behavior Plan**

**Rules:**

 1. Follow directions.

 2. Keep hands, feet, and objects to yourself.

 3. Be in your seat when the bell rings.

 4. No teasing, swearing, name calling or put downs.

 5. Secure permission before leaving the classroom.

**Consequences:**

1. Warning

 2. Verbal reprimand.

 3. In-class time-out.

 4. Contact parents.

 5. Detention with teacher after class/after school.

**SEVERE CLAUSE:** Immediate referral to building administration.

**Positives:**

1. Praise.

 2. Positive notes to students and parents.

 3. Phone call to parents.

 4. Special privileges.

 5. School-wide recognition.

**Categories of Misconduct**

Level I Misconducts

* Classroom/school disturbances (i.e., calling out, throwing objects, safety violations)
* Cheating, lying, and plagiarism
* Improper language
* Repeated failure to complete an assignment
* Repeated failure to carry out directions
* Violations of dress code
* Or any other behavior which disrupts the orderly classroom procedures or interferes with the orderly operation of the school (i.e., minor fighting, horseplay, etc.)

Disciplinary Options/Responses

* Verbal reprimands
* Student/teacher conferences
* Special seating
* Written assignments pertaining to acceptable behavior
* Reasonable withdrawal of classroom privileges
* Restriction from school activities (i.e., cannot attend field trips, assemblies, etc.)
* Parent conference (personal or telephone)
* Behavior contracts
* Detention

Level II Misconducts

* Repeated or more severe Level I misbehaviors
* Bullying behaviors
* Being disrespectful
* Falsifying papers and excuses
* Disruptive classroom behavior
* Disorderly conduct
* Violation of computer usage regulations
* Unauthorized use of technological/electronic devices such as cellular phones, games, mp3 players, etc.
* Unsportsmanlike behavior at athletic events, assemblies, school activities
* Or any other behavior whose frequency or seriousness tends to seriously affect the student’s own education or the education of others

Disciplinary Options/Responses

* Withdrawal of school privileges
* Restriction from school activities
* Confiscation of an object
* Student/teacher conference
* Behavior contract
* Parent/teacher conference
* Referral to counselor/principal
* Detention
* In-school suspension (ISS)
* Out-of-school suspension (OSS)
* Referral to outside agency or social agency

Level III Misconducts

* Repeated or more severe Level II misconducts
* Physical abuse: physical aggression toward any other person
* Vandalism such as writing on the walls, seats, chairs, defacing or destroying school property including school buses or damaging computer system/software
* Stealing
* Threats to others (physical, written, or verbal)
* Disorderly conduct
* Harassment
* Or any other acts of misconduct which involve a violation of the personal property or rights of others, including the school district (i.e., being on school property at unauthorized times)

Disciplinary Options/Responses

* The administrator or designee will take into account the increased severity of Level III misconduct. With this in mind, he/she will utilize the options listed at Levels I and II accordingly
* Referral to law enforcement agencies
* Restitution for any damages

Level IV Misconducts

* Repeated or more severe Level III misconducts
* Bomb threats, terroristic threats/acts
* Possession/use/transfer or weapons including any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, and anything capable of inflicting serious bodily injury. This definition includes box cutters, kitchen knives, pen knives on key chains, and other common household items.
* Possession/using/furnishing/selling of unauthorized substances (such as drugs, lookalike drugs, non-controlled substances, alcohol, etc.)
* Possession and/or use of tobacco products
* Setting fires (arson)
* Setting off false fire alarms
* Tampering with fire extinguishers
* Or any other acts of misconduct which result in violation to another’s person or property or which pose a direct threat to the safety and welfare of others including the school district.

Disciplinary Options/Responses

* The administrator or designee will take into account the increase severity of Level IV misconduct. With this in mind, he/she will utilize the options listed at Levels, I, II, and III accordingly.
* Out-of-school suspension (OSS)
* Expulsion from school
* Referral to law enforcement agencies
* Referral to the Board of School Directors for appropriate action
* Restitution of any damages

AT ANY TIME, ADMINISTRATION MAY ASSIGN DISCIPLINARY MEASURES OUTSIDE OF THE ABOVE PROTOCOL BASED UPON THE SEVERITY OF AN INFRACTION AND/OR THE INDIVIDUAL NEEDS OF A STUDENT.

No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

**Bullying Policy**

The Board of Directors 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.

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

1.  Substantial interference with a student’s education.

2.  Creation of a threatening environment.

3.  Substantial disruption of the orderly operation of the school.

Bullying, as defined by Board Policy, include cyber bullying.

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

The Board prohibits all forms of bullying by district students.

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

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

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

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

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

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the leveled discipline / Code of Student Conduct policy.

**Use of Reasonable Force**

Reasonable force may be used by administrators and staff using Safe Crisis Management techniques:

* to quell a disturbance
* to maintain order
* to obtain possession of weapons or other dangerous objects
* for the purpose of self-defense
* for the protection of persons or property

Corporal punishment of any sort is absolutely prohibited.

**School Weapons Policy**

It is the policy of the Oil City Area School District to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except at specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal action.

**Possession**

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one’s control, handle, transmit, or use any instrument that is considered a weapon or “look-alike” weapon in any of the school environments listed above.

**Student Reporting**

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

**Weapons**

“Weapons” means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

**Bringing Things to School**

The **ONLY** time students should bring toys, games, etc., to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. Students are not permitted to bring electronic musical devices or electronic games to school.

**Parties**

All administratively approved parties during holiday seasons will be conducted during the final hour of the school day. Any gift or grab bag exchanges are limited to an expenditure of $2.00 and student participation will be optional.

It is permissible to send a treat for the celebration of a student’s birthday. Our School Health Council asks you to consider healthy snacks for your child’s birthday treat. This will vary according to grade levels and should be cleared with your child’s teacher.

Any other festivities must be cleared through the building principal.

**Party Invitations**

Out-of-school party invitations may only be handed out to EACH member of the class. The exception will be only if all girls OR all boys in that class receive the invitation.

**Fundraisers**

All fundraisers must be approved by the School Board. Collection of money by approved school organizations may be permitted by the building principal and the Superintendent. Collections by students on behalf of school organizations outside the school may be permitted only by the Superintendent and the Board. The School Board prohibits the collection of money in school or on school property or at any school sponsored event by a student for personal benefit.

**Gum Chewing**

For many reasons, gum chewing is not permitted in any of the schools. Parents should keep their child(ren) from bringing gum to school.

**Lost and Found**

All lost and found articles are turned in to the building office. Hats, mittens, and gloves that are found are displayed in the main entrance of the school.

Outer clothing (boots, rubbers, hats, coats, sweaters, gloves, and scarves) should be marked with the child’s I.D. to avoid mix-ups with other look-alike clothing. Lunch pails, book bags, and backpacks should be clearly marked.

Any unclaimed items will be donated to local charities.

**Dress Code**

According to the Students’ Responsibilities and Rights section of the Administrative

Directories and Board policies of the Oil City Area School District, it is stated: Article 51-(3)

It is the responsibility of the students to: dress and groom themselves so as to meet fair standards of safety and health, and as not to cause substantial disruption to the educational processes.

A high standard of dress promotes a positive self-concept, acceptable student behavior and the best possible achievement. Shirts and blouses must be full length, long enough to be tucked into skirts or slacks, and have sleeves. Slacks, jeans, shorts, skirts and dresses of a modest length are allowed with no inappropriate or immodest holes. The permissible length of shorts for students will be mid-thigh in length. No exceptions! Clothing with profane or improper language or gestures, short shorts, muscle shirts, halter tops, half shirts, tank tops, spaghetti strap tops, pajamas, slippers, skate sneakers, high heeled shoes, belts or chains that hang down, and dress associated with gangs or drug/alcohol/tobacco will **not** be permitted. Also, bandanas, handkerchiefs or strips of clothing are not permitted to be worn during school. Appropriateness will be determined by teachers and an office referral will be made. The principal or designee has the discretion to require that a student change his/her clothing and/or accessories if it has been deemed to be a distraction to the educational process. Parents will be called to bring an appropriate change of clothing or to take students home if the student refuses to change.

Coats, hats, sunglasses, gloves, backpacks, and bags of any kind will not be permitted to be worn or carried throughout the day. The key ideas for the dress code are safety, modesty, behavior, and achievement. Your cooperation is appreciated.

**Telephones & Cell Phones**

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency. Parents are encouraged to call teachers when they have questions. Teachers will return calls when they have planning time.

Cell phones are not permitted to be visible during school hours.

**Emergency Operations Plan**

To provide assurance for the safety and welfare of all students, the Board has adopted a district-wide Emergency Operations Plan. This plan provides for a number of response actions to be taken in all types of emergencies. Following are several of the most commonly used procedures of which you should be aware. If other emergency situations should arise, you will be notified and given specific instructions by telephone or other mass media. County emergency management procedures will be enforced if and when conditions dictate these actions.

**Delayed Starts, School Closing, or Early Dismissals**

In the event of inclement weather or other emergency situations, the Oil City Area School District will follow one of the following alternatives depending on weather conditions and other circumstances.

**Delayed Start**

* A delayed start will not be less than one hour.
* All school district employees will make every effort to get to school as soon as they are able.

**Schools Closed**

* This action will only be taken in the most severe circumstances.
* In the even school is closed, the day must be made up at a later date.

**Early Dismissal**

Parents of elementary children are urged to make arrangement for children coming home early.

**Parents will be notified of any delayed start or closing via a telephone call through the District’s School Messenger system.**

**Please Note Carefully the Following General Information:**

* WOYL/WGYI Oil City, WFRA Franklin, and WTIV Titusville will carry official announcements for the Oil City Area School District. In the event of inclement weather or other emergency situations, all persons associated in any way with the Oil City Area School District should keep tuned to one of these radio stations.
* Every effort will be made to make announcements by 7:00 a.m. NO ANNOUNCEMENTS ON THE RADIO MEANS SCHOOLS WILL OPERATE AS USUAL. The radio stations will be contacted only if there is a change from the normal procedure.
* Often when the weather is bad, buses are not able to maintain their schedules. Students and parents are required to wait a reasonable length of time, depending on weather conditions and other circumstances. If the bus does not arrive, please notify the school, and if possible, try to make it to school by other means.

**Fire Drills**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm or bell. There will be an evacuation plan posted in each classroom throughout the building. Each teacher will instruct children on specific procedures.

**Tornado/Severe Weather Drills**

In case of a tornado emergency, there will be the sound of the emergency alarm. Everyone will go to an assigned area in the corridor or along an inside wall. When students are asked to assume the “tornado position”, they are to do the following:

 1. Sit on a floor facing the wall.

 2. Hold a hard backed book or your arms over your head and put your head between your knees.

 3. Remain quiet until all clear is sounded.

**Student Records**

A permanent record file of your child’s grades, biographical data, health records and standardized test scores are maintained by the school district. These records are considered confidential information and will not be released to any

agency outside the school without your written permission.

Should you move or transfer to another school system, upon your signed release, we will forward those records (to the new school system), provided we have a forwarding address.

If you, as a parent or guardian, wish to examine your child’s record at any time, you may do so by submitting a written request to the principal’s office. Convenient arrangements will be made for you to meet with the counselor to explain the contents of the individual file.

Please note that unless you are the legal parent/guardian, we cannot divulge any information about a student due to confidentiality laws.

**Child Find**

Federal regulations require each school district to adopt and use a public outreach awareness system to locate and identify children thought to be eligible for special education within the school district’s jurisdiction.

Each school must conduct awareness activities to inform the public of its special education services and programs and the manner in which to request those services and programs.

Each school district is to provide annual public notification, published in newspapers or other media, or both, with circulation adequate to notify parents throughout the school district of child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities.

**Contact:** building principal (Seventh Street & Smedley – Tammie Newman)

**Elementary Student Assistance Program (ESAP)**

All elementary schools have a student assistance program -- ESAP. The primary goal of ESAP is to help students overcome barriers that may pose a problem in a student’s educational achievement.

ESAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. ESAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the ESAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

* **Referral** - Anyone can refer a student to ESAP when they are concerned about someone’s behavior or academic achievement-- any school staff, a student’s friend, a family member, or community member. The students themselves can even go directly to the ESAP team to ask for help. The ESAP team contacts the parent for permission to proceed with the ESAP process.
* **Team Planning –** The ESAP team gathers objective information about the student’s performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed

that includes strategies for removing the learning barriers and promoting the student’s academic and personal success to include in-school and/or community-based services and activities.

* **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.
* **Support and Follow-Up** – The ESAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent’s right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents’ role and responsibility in the decision–making process affecting their children’s education and is key to the successful resolution of problems.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a Commonwealth approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents and students.

The training of team members by a Commonwealth approved training provider, ensures the board of school directors, school administrators, parents, students, and the public that team members have received up-to- date professional training consistent with accountable standards and appropriate procedures. Guidelines for the Commonwealth Student Assistance Program training system contain training standards and competencies for SAP team professionals.

 For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment. The team’s effectiveness in helping the student and the parent remove the barriers to learning and improve student performance depends on the training of the individual team members, maintenance of the student assistance process, level of administrative commitment and board support, active parent and student involvement and the available resources both in school and the community.

Contact your school’s guidance counselor for more information.

**Special Education**

Each child who meets criteria for identification under CHAPTER 14: SPECIAL EDUCATION SERVICES AND PROGRAMS is provided a free, appropriate, public education. Included are students a multidisciplinary team has found to demonstrate significant emotional, mental, physical, or speech/language needs that require special education. The majority of students are served through district-operated programs (e.g. emotional support, gifted support, life skills support, learning support, speech/language support). Some services (e.g. some emotional support, hearing impaired, occupational and physical therapy, vision impaired support) are currently contracted with Riverview Intermediate Unit 6.

Regardless of the service provider, Individual Education Programs (IEPs) are written or reviewed at least yearly, and are implemented in the least restrictive environment. To the extent appropriate and reasonable, students with disabilities are educated in the regular classroom of the school they would attend if they were not individuals with disabilities. Supplementary aids and services are provided based on the needs of the individual child.

**Contact:**  Tracy Delmonaco, Director of Special Education 814-676-1867

 Matt Siembida, Supervisor of Elementary Special Education 814-677-8021

 Tammie Newman, Principal and LEA 814-677-3029 or 814-676-2294

 **Protected Handicapped Students**

Each child who meets the criteria for identification under CHAPTER 15: PROTECTED HANDICAPPED STUDENTS is provided those specific related aids, services, or accommodations needed to afford the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. This is done without discrimination and to the extent appropriate to the student’s abilities. As needed, service agreements are written, reviewed, or modified at least yearly.

This category includes children the district and the parent agree have physical, mental, or health impairments that require special consideration. It does not include individuals who meet the criteria for Special Education Services and Programs.

**Contact:** Principal of your child’s school

**Use of the Internet**

Students that misuse the computer under any circumstance will lose their computer privileges. Additional consequences may be imposed.

**Computers**

Be aware...computers are being monitored and students can be identified by their ID# or sign-on/password. The elementary schools will teach online safety to students as outlined in the Children’s Internet Protection Act (CIPA). Please report any incidents involving online bullying to your student’s principal.

**Policy for Use of Technology Resources**

Philosophy/Purpose

The Board of School Directors of the Oil City Area School District supports and encourages the use of technology to aid in education and operational processes of the district. The Board recognizes the vast and unique resources that Internet access offers to both students and teachers. The Board has consistently encouraged the use of Internet technology to aid in and promote the overall educational experience. The Board further recognizes that the Internet allows for access to virtually unlimited information as well as the ability to communicate with individuals and institutions worldwide.

The Board also recognizes the potential for misuse of the various technology resources supplied to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse by students, faculty and staff. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

Authority \_

Use of technology resources by students, faculty and staff shall be considered a privilege, which may be denied or limited where violation of this policy occurs.

The district reserves the right to control, monitor, log and restrict in size or content all network use, e‐mail, chat conversations and space available on district work stations, or servers.

The Oil City Area School District reserves the right to log network use, Internet activity, and e‐mail fileserver space. In addition, the district will periodically delete all e‐mail from all e‐mail accounts in order to preserve fileserver space. Archives of e-mail messages will not be maintained. Network administrators may review student and staff files and communications to maintain system integrity and insure that students and staff are using the system only for appropriate uses.

It is the policy of the district to protect technology users from harassment, unwanted and improper communication and violations of their privacy.

The District shall not be responsible for unauthorized charges or fees resulting from inappropriate use of or access to the Internet or any other technology resource.

Information available to students and staff through various technology resources does not imply endorsement of the content of that information by the district, nor does the district guarantee the accuracy of that information. The district shall not be responsible for information, which is lost, damaged or unavailable when using technology resources.

**Guidelines**

Filtering

All Oil City Area School District computers with Internet access shall be equipped with filtering software.

The Children’s Internet Protection Act requires that filtering be on all computers with Internet access regardless of whether they are used by students or staff.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including mail and chats.

Any personal technology devices (including but not limited to eBook readers (Kindle, Nook, etc.), laptop (notebook) computers, netbooks, iPads, tablets, cell phones, smart phones, and MP3/MP4 players, along with any emergent technology) that are used to connect to the Internet within school must use the District’s filtering software.

In keeping with the above guideline of the Children’s Internet Protection Act, the filtering service may be disabled on computers by the network administrator, an adult administrator, or a teacher for bona fide research or other lawful purposes. The filtering service may not be disabled by students or other minors for any reason.

Responsibilities of Users of Technology

Students, faculty, staff and any other user of the Internet or other technology resources provided by the Oil City Area School District shall act in a responsible, ethical and legal manner in accordance with this policy, the accepted rules of network and Internet etiquette as well as state and federal laws.

The guidelines set forth below shall be followed by students, faculty, staff, and any technology user. These are examples of inappropriate activity, but the district reserves the right to take immediate action regarding activities(1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources and (2) are determined by the District as inappropriate:

1. All users are prohibited from using the Internet, e‐mail or any technology resource:

a. For commercial, private, advertisement or for‐profit purposes;

b. For lobbying or political purposes;

c. For any illegal purpose;

d. For the dissemination of hate mail, discriminatory remarks and offensive or inflammatory communications;

e. For the unauthorized or illegal installation, distribution or reproduction of copyrighted materials;

f. For gaining access to obscene or pornographic material of any kind;

g. For gaining access to material that is harmful to students and minors or which has been deemed inappropriate

for students and minors by other Board policies of the Oil City Area School District;

h. For transmitting inappropriate language or profanity;

i. For transmitting material likely to be offensive or objectionable to recipients of said material;

j. For obtaining or modifying files, passwords and data belonging to other users;

k. For impersonating another user, anonymity and pseudonyms;

l. For loading or using unauthorized program files, games or electronic media;

m. For disrupting the work of other users;

n. For the destruction, modification, abuse or unauthorized access to network hardware, software and other files;

o. For the quoting or personal communications or works in a public forum without the prior consent of the author;

p. For gaining access to sexually oriented chat rooms, e‐mail exchanges or any other information of a sexually

 oriented, obscene, pornographic or extremely violent nature;

q. For the purpose of tampering, interfering or intercepting another user’s e‐mail;

r. For disabling or circumventing or attempting to disable or circumvent Internet filtering.

2. Users shall not reveal their passwords to any other individual.

3. Users shall not use a computer which has been logged on under another person’s name.

4. Users shall not loan or borrow other individuals’ laptops.

5. Personal use of District technology must comply with this policy and all other school district policies, procedures and

 rules, as well as Internet Service Provider, local, state and federal laws and may not interfere with the employee’s

 job duties and performances, with system operations, or with other system users, and must not damage the District’s

 computer information systems. Personal use of District technology must not attempt in any way to circumvent

 District filtering.

Staff are only permitted to use personal technology and/or engage in personal use of district technology during their

contractual breaks and duty-free lunch periods. Using district technology for personal reasons or using personally owned devices (including, but not limited to, cell phones) at any other time during the staff member’s regular work day is a violation of this policy.

Under no circumstance should the user believe his or her use of district technology is private. The school district reserves the right to monitor, track, access, and log the use of its technology systems at any time.

Personal Technology on School District Property

For the purpose of this policy, personal technology includes, but is not limited to, eBook readers (Kindle, Nook, etc.), laptop (notebook) computers, netbooks, iPads, tablets, cell phones, smart phones, and MP3/MP4 players, along with any emergent technology.

The Oil City Area School District or any of its schools are not responsible for loss, theft or damage to the personal technology.

While using personally-owned technology in the school or on District property, students and staff are still bound by the Policy for Use of Technology Resources that applies to the school-owned technology that is used in school.

Personal technology devices must have antivirus and antispyware programs installed and maintained. This will not be done by the district, but is the responsibility of the staff member, or the student and his or her family.

Personal technology devices which connect to the Internet must have District filtering software installed on them. Connecting to the Internet through a personally-owned device without District filtering will be a violation of this Policy for Use of Technology Resources.

Students and staff are only permitted to use personal technology during times explicitly permitted by the District. Students will be allowed to access personally-owned technology only during the times permitted by his/her individual school. Staff will only be allowed to access personally-owned technology during contractual breaks or during duty-free lunch periods.

In the event a staff member needs to access a personally-owned device outside of the times permitted above, he or she must receive permission from the building principal and must demonstrate that the personally-owned technology is necessary for some work-related or educational activity.

The District reserves the right to confiscate or examine personally-owned technology in the event it feels a violation of the Policy for Use of Technology Resources has occurred.

Laptop Computer and IPad Service Policy

The policy setting forth the financial responsibility for loss, destruction or damages to laptop computers or IPads shall be as follows:

1. In all cases of destruction or damage to a laptop computer or IPads, the building administrator shall investigate and determine whether the destruction or damage resulted from intentional or malicious conduct. The building administrator’s decision in this regard shall be final.
2. If the damage or destruction resulted from intentional or malicious conduct, the students (and his or her parent or

guardian) causing the destruction or damage shall be responsible for the entire amount.

1. If the destruction or damage to a laptop computer or IPad is deemed by the building administrator to be accidental (not

intentional or malicious), coverage will be provided up to $500.00 (five hundred dollars) for the current year, per student. Damages exceeding $500.00 shall be the responsibility of the parent or guardian.

1. Parents and guardians shall be responsible for the entire value where the laptop computer or IPad is lost or stolen, regardless as to whether malicious or intentional conduct was involved.
2. The Technology Department of the Oil City Area School District will complete repairs or have them completed in the most cost effective manner, and will charge for labor and replacement parts.
3. Parents and guardians are advised to determine whether their homeowners’ or renters’ coverage for destruction or damage to a school laptop computer or IPad.

Penalty for Violation of this Policy

Violators of this policy shall be disciplined in accordance with the provisions of the existing policy for student discipline. Along with the disciplinary response under the policy, the following may be imposed:

1. The user shall be responsible to make full restitution for any damage (including all labor costs for repair or

replacement) to equipment, software and any other part of the network from known improper use or deliberate or willful acts.

1. Any acts which may violate state or federal laws including, but not limited to, copyright violations, theft and

destruction of property shall be reported to the appropriate authorities for possible prosecution.

1. The user may lose access privileges temporarily or on a permanent basis. Staff or employees violating this policy shall be disciplined in accordance with the Public School code and other applicable laws.

\*This is only a portion of the OCASD Policy for Use of Technology Resources. Please refer to the link for the complete policy on the District’s website.

**Emergencies**

An emergency card is kept on file in each school office with parent’s phone numbers for home and work. **An alternate person’s name and phone number must be listed in case parents cannot be reached.**

We attempt to notify parents or the alternate person immediately in case of a serious accident or illness. Parents are responsible to come to school for the child unless they have no transportations available. If parents or alternate designated person cannot be reached, school personnel will take measure to provide emergency care.

Please notify the school immediately if there is any change in information provided on the emergency card. **Students will not be released to anyone not listed on the emergency card.**

**Field Trips**

There are some things the children learn best by seeing and visiting. Field trips may be planned during the school day as a part of their learning. We do expect every student in the class to participate unless there is an extenuating circumstance. Permission forms are sent home for a parent’s signature as a way of informing them of the date and place of the trip. The teacher in charge will provide all the information needed.

**Admission to School**

Children who reach their fifth birthday prior to August 1 are eligible to be enrolled in kindergarten.

**Volunteers**

From time to time, the teachers use volunteers for activities in the room. Whether room mothers, reading helpers, or party day helpers, if you come to volunteer, please make sure you sign in at the principal’s office. If you have small children, please leave them at home if you are volunteering for the classroom. Per Board policy #916, all long-term volunteers must have appropriate clearances.

**School Health Services**

The Oil City School District provides professional health services for all students. The professional health team consists of the School physician, school dentist, certified school nurses, and nurse technicians.

**Health Examinations**

Certain health examinations are required by law. They are:

* Medical examination and comprehensive appraisal of every child upon entry into school, in the 6th grade, and the 11th grade.
* Dental examination upon entry into school, in the 3rd grade, and in the 7th grade.
* It is recommended that medical and dental examinations be done by the child’s private physician and dentist. If they are not done privately, the examination will be done in school. Parents will be notified and are invited to attend. **Failure to have the required completed physical and/or dental exam on file may result in exclusion from school.**
* Hearing tests upon entry, in grades 1, 2, 3, and 7 and to any children with hearing problems.
* Vision tests annually for every child.
* Heights and weights annually for every child.
* Scoliosis screening in grades 6 and 7.

The school nurse will notify parents of any problems found as a result of these examinations.

**School Health Records**

Comprehensive health records are kept on every student including the results of the above testing. These records are confidential and divulged only to the professional staff with an educational interest in the child.

**Immunizations**

All children must be immunized against the following diseases before admission to school: diphtheria, tetanus, polio, measles, rubella (German measles), and mumps. Selected grades required Hepatitis B immunization. Varicella (chicken pox) vaccine is also required for select grades. If student has had chicken pox disease, a written statement is required in lieu of vaccine. If a student does not have the required immunizations, he/she can be excluded from school.

**Accidents and Serious Illness**

In case of accident or serious illness, school staff act as parents until medical aid arrives. The staff can arrange for transportation to a hospital but cannot authorize the hospital to provide any medical care.

**Communicable Diseases**

Children who have communicable diseases must remain at home for certain periods of time. Time limits are set by law for the following conditions:

\*Measles \*Chicken pox \*Strep infections

\*Whooping Cough \*German measles \*Scabies, lice, impetigo and pink eye

Refer to the Communicable Disease sheet that your child receives the first week of school.

**Head Lice Exclusion & Re-admission Policy**

A student who is found to have head lice or nits (lice eggs) will be sent home for proper treatment and for the removal of all nits. The student will not be permitted to return to school until he/she is nit and lice free as determined by the school nurse or school personnel who have been trained to recognize nits and lice. **Re-admission will not be permitted until all nits are removed.** Parents must accompany or make arrangements for the students to be checked **BEFORE** the student returns to class.

In most cases, the student should be able to return the day following treatment, however, a maximum of 3 days is permitted. OCASD partners with Youth Alternatives to offer HELP (Help Eradicate Lice Program). The program was established in collaboration with the Focus on Our Future Collaborative Board and the four Venango County School Districts. HELP is a significant step towards the prevention and transmission of lice at school through early detection and prompt, comprehensive treatment. Contact your child’s nurse for more information about HELP.

**Fluoride Program**

The Oil City School District offers a daily dental program for all children in grades K-4. With parental permission, fluoride tablets are given to participating students by the classroom teacher. Fluorides should not be taken in school if the child takes fluoride or vitamins with fluorides at home. Parents of children in the school program are encouraged to contact their child’s physician or dentist for a prescription for fluoride so that the child will receive the therapy on weekends and vacations.

**Emergency Health History**

This form is sent home at the beginning of each school year. The information requested is very important. Please include the names and phone numbers of two persons who can assume responsibility for your child in the event you cannot be reached. Notify the school nurse of any changes during the school year.

**Parents’ Responsibilities**

Notify the school if your child has any handicaps or other medical conditions. Make certain that names and telephone numbers are available in the school health office so that at least one parent can be notified in the event of an emergency. Follow through on any health problems detected by school personnel.

Be sure to notify the school if any of your emergency contact information changes.

**Medication Policy**

Students are permitted to take medication at school provided they follow the proper procedures. This policy includes medication of all types such as pills, capsules, ointments, eye drops, ear drops, and inhalers for asthma. Students are not permitted to bring in medication without the appropriate medication form, nor are they permitted to keep the medication on their person. Both the medication and the forms are to be taken to the office upon arrival at school. **Once the proper paperwork has been submitted, the parent must bring the medication to school – students are not permitted to transport medication.** It is encouraged that antibiotics be given around the school schedule.

**Procedure for Administering Medication at School**

* A “Request for Administration of Medication” form shall be completed and signed by the student’s physician and by the parent before the medication can be administered.
* Forms will be available at school, or at most physicians’ offices.
* The completed form will be returned to the school office.
* A separate form is required for each medication.
* New forms will be required for any dosage or frequency change.
* New forms are required following any hospitalization.
* Medications brought to the school shall be labeled and packaged according to pharmacy standards. Medications are kept secured in the school health office or school office. Parents whose children require emergency medications (i.e., inhalers, glucose, epipens) should contact the school nurse.

**Child Abuse**

**Under the Child Protective Service Act of 1975, all school district personnel (administrator, teacher, nurse, etc.) are MANDATED by law to report suspected child abuse.**

Concerned citizens may also make a report of suspected child abuse by calling toll-free to ChildLine at 1-800-932-0313. All reports are strictly confidential and can be made anonymously.

**Additional Community Resources Include:**

Child Abuse Hotline 1-800-932-0313

Family Services & Children’s Aid Society 677-4005

Venango County Children & Youth 432-9743

PPC Violence Free Network 1-800-243-4944

 (24-hour hotline)

**Integrated Pest Management (IPM)**  Please see letter from Superintendent Patrick Gavin located at the end of the handbook

**Home Language Survey**

Upon registering your child for school in the Oil City Area School District, you will receive a Home Language Survey. If you note on the survey that the main language spoken in the home is different than English, you will be asked to complete another survey to determine the need for English instruction. The Oil City Area School District is willing and prepared to help students who need the vital instruction in the English language.

Students needing English instruction will be tested to determine their need. Based on the assessment results, students can qualify for additional instruction in English or assistance as outlined by a certified ESL instructor. All students will be taught by a trained ESL instructor. Any questions regarding ESL instruction can be directed to Amy Highfield, 677-8021.

**7th Street and Smedley Website**

The District maintains its website at **www.ocasd.org**. Valuable information on teaching staff, sports and links to other related sites is readily available. From time to time, student and staff pictures may be taken in the classrooms or during school activities. When photos are used on the site, no names or other identifying personal information shall be included.

**E-mail Directory**

If you wish to contact a staff member by e-mail, you may do so by using the following directory. Simply type the staff member’s e-mail name and send to @mail.ocasd.org.

Example: To contact Mrs. Tammie Newman: tnewman@mail.ocasd.org

**Seventh Street Elementary:**

Newman, Tammie - Principal    tnewman

Adelman, Michelle                    madelman

Antkowiak, Becky                    bantkowiak

Benson, Ed                        ebenson

Caffrey, Joe                        jcaffrey

Correa, Emma                       ecorrea

Daman, Karla                           kdaman

Heise, Martha                        mheise

Hicks, Beth                        bhicks

Horner, Carmen chorner

Kluck, John                        jkluck

Marterella, Pam                        pmarterella

McFarland, Mary                    mmcfarland

McVay, Marla                        mmcvay

Morfenski, Katherine kmorfenski

Rozanski, Rebecca                     rrozanski

Stephenson, Diane dstephenson

Szafran, Christy                        cszafran

Zerbe, Kelly                        kzerbe

**Smedley Street Elementary:**

Newman, Tammie – Principal                tnewman

Adelman, Michelle                     madelman

Heise, Martha mheise

Hicks, Beth                        bhicks

Hibbard, Randi                        rhibbard

Klapec, Susan sklapec

Marterella, Pam pmarterella

McFarland, Mary                     mmcfarland

McKinnley, Amy                    amcckinnley

McVay, Marla mmcvay

Mumford, Jenny                        jmumford

Ochs, Stacey                         sochs

Rodriguez, Jessica                    jrodriguez

Rozanski, Rebecca                    rrozanski

Sandrock, Patty                        psandrock

Sopher, Stacey                        ssopher

****

**Oil City Area School District 2018-19 School Calendar**

* **August 23, 24 Professional Days for Staff**
* **August 28 First Day for Students**
* **September 3 Labor Day Vacation**
* **October 5 Vacation Day**
* **November 9 Act 80 Day**
* **November 22, 23 Thanksgiving Vacation November 26 First Day of Buck Season**
* **December 24, 25, 26, 27, 28, 31 Christmas Vacation January 1 Christmas Vacation**
* **January 21 Act 80 Day**
* **February 15, 18 Vacation Days**
* **March 14 Professional Day**
* **March 15 Act 80 Day**
* **March 18 Vacation Day**
* **April 18, 19, 22, 23 Easter Vacation**
* **May 10 Act 80 Day**
* **May 27 Memorial Day Vacation**
* **June 4 Last Day for Students**
* **June 5 Professional Day**

❄ Tentative Snow Day Make-up Dates – Feb 18, Mar 18, Apr 23, Apr 22, Jun 5, Jun 6 and continuing through June