

**2023-2024**

**Oil City Area School District  
Elementary Student Handbook**

**HASSON**



**HORNETS**

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

### *Hasson Elementary 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 students 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

*Revised August 2020*

**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.

**Oil City Area School District Board of Education**

<b>Mr. Joseph McFadden</b>	Board President	Email: <a href="mailto:jmcfadden@mail.ocasd.org">jmcfadden@mail.ocasd.org</a>
<b>Mr. Fredrick Weaver</b>	Board Vice President	Email: <a href="mailto:fweaver@mail.ocasd.org">fweaver@mail.ocasd.org</a>
<b>Mrs. Leigh Ann Pikna</b>	Board Member	Email: <a href="mailto:lpikna@mail.ocasd.org">lpikna@mail.ocasd.org</a>
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<b>Mr. Stephen Kelley</b>	Board Member	Email: <a href="mailto:skelley@mail.ocasd.org">skelley@mail.ocasd.org</a>
<b>Mr. Mark Kerr</b>	Board Member	Email: <a href="mailto:mkerr@mail.ocasd.org">mkerr@mail.ocasd.org</a>
<b>Ms. Shari Neely</b>	Board Member	Email: <a href="mailto:sneely@mail.ocasd.org">sneely@mail.ocasd.org</a>
<b>Mr. Jon Piercy</b>	Board Member	Email: <a href="mailto:jpiercy@mail.ocasd.org">jpiercy@mail.ocasd.org</a>
<b>Mr. Lawrence Sterner</b>	Board Member	Email: <a href="mailto:lsterner@mail.ocasd.org">lsterner@mail.ocasd.org</a>
<b>Mrs. Anna Lehnortt</b>	Board Secretary	Email: <a href="mailto:alehnortt@mail.ocasd.org">alehnortt@mail.ocasd.org</a>

School Solicitor

Greg Merkel

1030 Liberty St, Franklin      432-2181

**Administrative Office**

825 Grandview Road, Oil City, Pa 16301

676-1867

Superintendent, Dr. Lynda G. Weller

Business Manager, Mrs. Susan L. Fisher

Board Secretary, Mrs. Anna Lehnortt

# **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.
- Communication 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 lessons, assessments, projects, etc. with the Pennsylvania Academic Standards. These standards provide a 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.

\*\*\*Bus times for students being transported from the northside to the southside will be altered from these\*\*\*

## **REPORT CARD DISTRIBUTION**

### **ELEMENTARY (Grades K-4)**

<b>5th Wk Eval Reports due</b>	<b>Report Period Ends</b>	<b>Grades Due</b>	<b>Reports Given Out</b>
1. Tues, Oct 3	1. Wed, Nov 1	1. Mon, Nov 6	1. Thurs, Nov 9
2. Mon, Dec 11	2. Thurs, Jan 18	2. Tues, Jan 23	2. Fri, Jan 26
3. Fri, Feb 23	3. Tues, Mar 26	3. Thurs, Apr 4	3. Tues, Apr 9
4. Mon, May 6	4. Tues, Jun 4	4. Tues, Jun 4	4. Tues, Jun 4

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

<u>Achievement</u>	<u>Effort</u>
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. All visitor traffic will travel in through the main entrance.
2. Visitors will be able to speak to office staff at the attendance window.
3. If visitors have a need to enter the building further, staff will buzz them into the building from the vestibule.
4. All visitors must sign in and receive a visitor's pass from the office.
5. If visitors have a scheduled appointment, they will be escorted from the office to their meeting.
6. 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.**
7. 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](http://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 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. Excuses may also be emailed to [lhoffice@mail.ocasd.org](mailto:lhoffice@mail.ocasd.org). 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 SAIC (student attendance improvement 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 the 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.

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.

**\* 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 composed 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 22 - 26	State Assessment Test –English Language Arts Grades 3 and 4
April 29 - May 3	State Assessment Test – Math Grades 3 and 4
May 6 - 10	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.***

## **Safety and Threat Assessment**

### **THREAT ASSESSMENT TEAM**

Hasson Threat Assessment Team



1. Matt Siembida
2. Amy Highfield
3. Erin Bomboy
4. Kori Greene
5. Brianne Gorman
6. Katie McMahon
7. Sarah Seaton

#### District Level Team

1. Lynda Weller
2. Tracy Delmonaco
3. Lisa Shuffstall
4. Sara Haupt
5. Craig Kasunic
6. Joy Zuck
7. Matt Siembida
8. Amy Highfield
9. Anne Curran
10. Natalie Miller

#### School Safety and Security Coordinator

- Craig Kasunic

#### Code-mandated responsibilities of Threat Assessment Teams

- Assessing and intervening with individuals who may pose a threat to self or others
- Ensuring school employees know:
  - Who the Team members are
  - How – and to whom – to report threatening or at-risk behavior, including through Safe2Say Something
  - Reporting quantitative data to the Chief School Administrator / designee on the Team's activity • Additionally recommended to provide advice, guidance, awareness raising materials and training to the whole school community on recognizing threatening or aberrant behavior, and how to report it
- In addition, teams are to:
  - Upon a preliminary determination that a student may pose a threat of violence or physical harm to self or others, notify the chief school administrator or a designee, the student's building principal and the school safety and security coordinator
  - The building principal or designee will immediately attempt to notify the student's caregiver\*, unless abuse or neglect are suspected, in which case CPS would be notified, and not the student's caregiver
  - \*This general reporting requirement does not stop school employees from acting immediately to address an imminent threat

#### Coordinating with Others

- TA is designed to work in conjunction with, and not in place of, existing programs and frameworks, including:
  - Student Assistance Program (SAP)
  - Multi-Tiered Systems of Support (MTSS)
  - Positive Behavior Interventions and Support (PBIS)
  - School climate initiatives
  - Trauma-informed approaches
  - Social-emotional learning
  - Suicide prevention and awareness
- It is vitally important that these Teams can work together and not in isolation or in conflict

## **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 anywhere 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 at 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

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 Keystone Bus Company

## **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 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 the 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 an 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
- Hate Speech/Bias-related Incidents
- 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 of weapons including any knife, cutting instrument, cutting tool, nunchaku, 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, look alike 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
- Hate Speech/Bias-related Incidents
- 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.

### **OCASD SCHOOL BOARD POLICIES**

The following OCASD School Board policies are to be reviewed annually by students and parents. Policies can be access on [www.ocasd.org](http://www.ocasd.org), under District > School Board Policies

- 105.1 - Review of Instructional Materials by Parents/Guardians and Students
- 105.2 - Exemption from Instruction
- 203 - Immunizations and Communicable Diseases
- 203.1 - HIV Infection
- 204 - Attendance
- 209.1 - Food Allergy Management
- 209.2 - Diabetes Management
- 210 - Medications
- 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injector
- 217 - Graduation
- 218 - Student Discipline
- 218.1 - Weapons
- 227 - Controlled Substances/Paraphernalia
- 233 - Suspension and Expulsion
- 235.1 - Surveys
- 236 - Student Assistance Program
- 237 - Electronic Devices
- 247 - Hazing
- 249 - Bullying/Cyber Bullying
- 250 - Student Recruitment
- 810.2 - Transportation-Video/Audio Recording
- 815 - Acceptable Use of Internet/Computers and Network Resources
- 816 - District Social Media
- 824 - Maintaining Professional Adult/Student Boundaries
- 906 - Public Complaint Procedures

***Due process is a constitutional right that comes from the 14th Amendment. It means knowing the accusation and being able to refute it before disciplinary action is taken. If disciplinary action is to take place, the student has the right to know the accusation and the consequence to be assigned. If the accusation is a violation of school rules that results in suspension from school for more than three (3) days, the student has the right to a hearing under the Student Rights and Responsibilities Guidelines approved by our school board. The purpose of the informal hearing is to enable the student and/or their parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended.***

### **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, including 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 revisions 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 as 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.

### **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. 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 event school is closed, the day must be made up at a later date.

#### **Early Dismissal**

Parents of elementary children are urged to make arrangements 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/WKQW Oil City, Magic 99.3 & Froggy 100.3 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 the 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 (Hasson – Matt Siembida; Seventh Street & Smedley – Anne Curran)

## **Homeless Students**

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 ensures that homeless children have the right to a free and appropriate public education. Oil City Area School District's Homeless Liaison is Tracy Delmonaco. She can be reached at 814/676-1867. Oil City Area School District works in collaboration with local school districts in ensuring that any homeless student is enrolled in school as soon as possible and is provided with appropriate services. If you have any questions regarding identification and/or enrollment, contact the Homeless Liaison.

## **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

## **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 circumstances 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 the 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 filespace. In addition, the district will periodically delete all e-mail from all e-mail accounts in order to preserve filespace. Archives of e-mail messages will not be maintained. Network administrators may review student and staff files and communications to maintain system integrity and ensure 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 email 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 guidelines 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 circumstances 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 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 damage 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 student (and his or her parent or guardian) causing the destruction or damage shall be responsible for the entire amount.
3. 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.
4. 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.
5. 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.
6. Parents and guardians are advised to determine whether their homeowners' or renters' coverage for destruction or damage to a school laptop 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.
2. 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.
3. 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.

## **Parent/Student Technology Handbook**

### **Terms of the Technology Loan**

You will comply at all time with the Oil City Area School District's Parent/Student Technology Handbook and Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

### **Title**

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Acceptable Use Policy and the Parent/Student Laptop Handbook.

### **Loss or Damage**

If the property is lost or stolen, you are responsible for its fair market value at the time of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. If the destruction or damage to a laptop computer is deemed by the building administrator not to be accidental but intentional or malicious, it is the responsibility of the parent or guardian of the student to pay the cost of repair.

In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

Student will be charged the Fair Market Value, based on original cost to the district, of the laptop if lost, deliberately damaged or vandalized. Original invoice will be available upon request.

Seniors must clear all records and pay all fees before participating in graduation.

Students/Parents are responsible for reasonable cost of repair/replacement for deliberately damaged and stolen laptops.

The cost of parts needed for repairs will be based on the manufacturer's current price list.

### **Repossession**

If you do not timely and fully comply with all terms of the Acceptable Use Policy and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

### **Term of Agreement**

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

### **Appropriation**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **General Laptop Rules**

### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network and while accessing the Internet from home. Students are in violation of district policy if they access these sites through proxies.

### **Inappropriate Content**

Inappropriate content will not be allowed on laptops. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **Deleting Files**

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### **Music, Games, or Programs**

Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. All software loaded on the system must be District approved.

### **Loaning or Borrowing Laptops**

Do not loan laptops to other students.

Do not borrow a laptop from another student.

**Do NOT share passwords or usernames.**

### **Unauthorized Access**

Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

### **Transporting Laptops**

Laptops must be transported in an approved backpack or case.

### **Responsibilities of Users of Technology**

The guidelines set forth below shall be followed by any technology user. These are examples of inappropriate activity, but the district reserves the right to take immediate action regarding activities that (1) 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 for the purposes outlined in the Policy for the Use of Technology Resources
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 individual's laptops.

### **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.

2. Any acts which may violate state or federal laws including, but not limited to, copyright violations, theft and destruction or property shall be reported to the appropriate authorities for possible prosecution.
3. The user may lose access privileges temporarily or on a permanent basis.

## **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 transportation available. If parents or alternate designated persons cannot be reached, school personnel will take measures to provide emergency care.

Please notify the school immediately if there is any change in the 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. Pennsylvania Public School Code, Section 1418(b) also requires TB testing if volunteering for 10+ hours per week.

## **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 a student has had chicken pox disease, a written statement is required in lieu of a vaccine. If a student does not have the required immunizations, he/she can be excluded from school.

### **Accidents and Serious Illness**

In case of an 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, impetigo and pink eye |

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

### **Head Lice Information**

A student who is found to have head lice will be sent home at the end of the day for proper treatment, and parents/guardians will be contacted.

### **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 (24-hour hotline)	1-800-243-4944

**Integrated Pest Management (IPM)** Please see letter from Superintendent Lynda Weller located at the end of the handbook.

# Title I and ESSA

## Parents Right To Know Letter

### Hasson Heights Elementary, 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)]

Aug 28, 2023

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

Your child attends our school 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.

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 has 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 additional 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,

*Anne Curran, Principal Seventh Street and Smedley Elementary*

*Matt Siembida, Principal Hasson Elementary*

*Amy Highfield, Assistant Principal Hasson Elementary*

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact:

Hasson Elementary	Mr. Matt Siembida.....	814-677-8021
	Mrs. Amy Highfield .....	814-677-8021
Seventh Street Elementary	Mrs. Anne Curran.....	814-677-3029
Smedley Elementary	Mrs. Anne Curran.....	814-676-2294

**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 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 support. 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 Anne Curran 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.



## **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 from 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.

# Hasson Website

The District maintains its website at [www.ocasd.org](http://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](mailto:@mail.ocasd.org).

Example: To contact Mr. Siembida: [msiembida@mail.ocasd.org](mailto:msiembida@mail.ocasd.org)

### **Hasson Elementary E-mail Directory:**

Siembida, Matthew - Principal/Supervisor of Elementary Special Education	msiembida
Highfield, Amy - Assistant Principal	ahighfield
Armstrong, Aimee	aarmstrong
Arnink, Julie	jarnink
Bartley, Kimberly	kbartley
Bauer, Taylor	tbauer
Benson, Ed	ebenson
Benson, Mary	mbenson
Barnhill, Rachelle	rbarnhill
Bomboy, Erin	ebomboy
Burrows, Jennifer	jburrows
Collins, Christa	ccollins
Daman, Karla	kdaman
Davis, Jennifer	jldavis
Donovan, Kate	kdonovan
Ewing, Katie	kewing
Fisher, Ashley	afisher
Fontanazza, Abby	afontanazza
Forgey, Devin	dforgey
Gorman, Brianne	bgorman
Greene, Kori	kgreene
Huff, Alex	ahuff
Manners, Katie	kmanners
Mawhinney, Nicole	nmawhinney
McElhatten, Joanna	jmcelhattan
McGee, Christine	cmcgee
McMahon, Katie	kmcmahon
McVay, Marla	mmevay
Rambo, Aleah	arambo
Ruth, Tammy	truth
Schell, Erin	eschell
Schiffer, Effie Jo	ejschiffer
Schneider, DeeEtte	dschneider
Seaton, Sarah	sseaton
Shevock, Paul	pshevock
Singleton, Melissa	msingleton
Stahl, Shelly	slstahl
Swab, Michelle	mswab



**OIL CITY AREA SCHOOL DISTRICT**  
**2023 - School Calendar - 2024**  
 (Regular Education)

First Day for Students	_____	Tues, August 29
First Semester Ends	_____	Thurs, January 18
Second Semester Begins	_____	Fri, January 19
Last Day for Students	_____	Tue, June 4

<b>NO SCHOOL</b>	
Mon, Sep 4	1 school day
Fri, Oct 6	1 school day
Fri, Nov 10 (Act 80)	1 school day
Thurs, Nov 23 - Mon, Nov 27	3 school days
Fri, Dec 22 - Mon, Jan 1	7 school days
Mon, Jan 15	1 school day
Fri, Feb 16 (Act 80)	1 school day
Mon, Feb 19	1 school day
Thurs, Mar 14 (Professional)	1 school day
Fri, Mar 15 (Act 80)	1 school day
Mon, Mar 18	1 school day
Thurs, March 28 - Tues, Apr 2	4 school days
Fri, May 10 (Act 80)	1 school day
Mon, May 27	1 school day

<b>PROFESSIONAL DAYS</b>
Thurs, Aug 24
Fri, Aug 25
Thurs, Mar 14
Wed, June 5



## District Parent Engagement Policy

*Reviewed June 5, 2023*

### PART I. GENERAL EXPECTATIONS

The Oil City School District will establish their expectations for Parental Engagement. (Section 118(a)(2), ESSA) Oil City Area School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1116 of the Elementary and Secondary Education Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1116(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESSA.
  - The school district will incorporate this district wide parental engagement policy into its LEA plan developed under section 1116 of the ESSA.
  - In carrying out the Title I, Part A parental engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
  - If the LEA plan for Title I, Part A, developed under section 1116 of the ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
  - The school district will involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
  - The school district will be governed by the following statutory definition of parental engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
    - Parental engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents

play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; (D) the carrying out of other activities, such as those described in section 1116 of the ESSA.

2. When the District receives more than \$500,000 in Federal Funds, it shall set aside 1% of the funds for Parent Engagement.

## PART II.: DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL ENGAGEMENT POLICY

1. Oil City Area School District will take the following actions to involve parents in the joint development of its district wide parental engagement plan under section 1116 of the ESSA
  - a. Annual parental review meeting
  - b. Parent survey results
2. Oil City Area School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESSA:
  - a. Distribute and analyze results of Title I parent survey.
  - b. Distribute, discuss and sign Parent Compacts at the annual meeting
  - c. Provide access to and training of the Parent Portal
  - d. Host teacher/parent conferences
  - e. Support Title I Parent Advisory Committee
  - f. Maintain Oil City Oilers website
  - g. Regular annual meetings of strategic planning committee
  - h. Meetings held at different times of day to accommodate all parents
3. Oil City Area School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - a. Sharing information through local media
  - b. Coordinating/hosting parent workshops and/or open houses
  - c. Providing teacher/parent conferences
  - d. Regular annual meetings of strategic planning committee
4. Oil City Area School District will coordinate and integrate parental engagement strategies in Part A with other local agencies such as:
  - a. Head Start
  - b. Elementary and Student Assistance Program
  - c. Kindergarten Registration Day
  - d. STEM and GEMS

5. Oil City Area School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
  - a. Yearly Title I Parent Survey
  - b. Yearly Parent Advisory and Strategic Planning Committee meeting
  - c. On-going Title I parent meetings
  - d. Title I parent conferences

The school district will use the findings of the evaluation about its parental engagement policy and activities to design strategies for more effective parental engagement, and to revise, if necessary (and with the involvement of parents) its parental engagement policies.

- (List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)

1. Oil City Area School District will build the schools' and parent's capacity for strong parental engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following;

- Explaining the State's academic content and academic achievement standards through PDE letters and documents for parents, parent/teacher conference and discussions
- the State and local academic assessments including alternate assessments and when they would be appropriate and applicable
- how to monitor their child's progress through the Parent Portal

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as information on literacy training, and using technology, as appropriate by:

- Oil City Oilers website, including Parent Portal
- Title I Parent workshops
- Teacher/parent conferences
- Open Houses

- Report Cards
- Regular newsletters/calendars

C. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Monthly newsletter/calendars
- Use of local media
- Report cards
- Meeting invitations
- Oil City Oilers website including Parent Portal

### PART III. DISCRETIONARY DISTRICT WIDE PARENTAL ENGAGEMENT POLICY COMPONENTS

1. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training

- through feedback given on the annual Parent Survey

2. Paying reasonable and necessary expenses associated with parental engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions through the use of Parent Engagement set-aside funds

3. In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.

4. Providing other reasonable support for parental involvement activities under section 1116 as parents may request.

### PART IV. ADOPTION

This District wide Parental Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Parent Engagement Committee and attendee's of the annual meeting.

This policy was adopted by the Oil City Area School District and will be in effect for the period of one calendar school year. Each year it will be reviewed and updated as appropriate during the annual meeting. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 30 through the Student Handbook and a copy may also be found on the District website.



# *Oil City Area School District*

825 Grandview Road, Oil City, Pennsylvania 16301

Phone 814-676-1867 Fax 814-676-2211

*Lynda G. Weller, D.Ed.*  
Superintendent

*Tracy L. Delmonaco, M. Ed.*  
Director of Special Education

*Susan L. Fisher, CPA*  
Business Manager

*Anna T. Lehnortt*  
Board Secretary

Dear Parent/Guardian:

The Oil City Area School District has instituted the latest procedures of Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest control. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. A licensed contractor routinely monitors the school buildings and grounds to detect any pests that are present. Building maintenance, teaching staff, and students report all sightings to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the licensed applicator will try to use the least toxic products when possible. We will strive to complete the applications on weekends to avoid students being present during the application. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

The Oil City Area School District, upon request, will make available our asbestos report for review. Reports are located in each building office or at the Department of Buildings and Grounds.

If you have any questions, please contact Susan Acel, IPM Coordinator, at 676-5702, extension 3288.

Sincerely,

Lynda G. Weller, D.Ed.  
Superintendent of Schools

*Equal Opportunity Institution and Employer*



