

Oil City Area Middle/High School Student Handbook

(2020-2021)

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Oil City Area School District Board of Education

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

Mr. Joseph McFadden, President

jmcfadden@mail.ocasd.org

Mr. Fredrick Weaver, Vice President

fweaver@mail.ocasd.org

Mr. Jim Disque

jdisque@mail.ocasd.org

Mr. Mark Kerr

mkerr@mail.ocasd.org

Mrs. Shari Neely

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Mrs. Diana Davis

ddavis@mail.ocasd.org

Mr. Tyler Johnson

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Mr. Stephen Kelley

skelley@mail.ocasd.org

Mr. Jon Piercy

jpiercy@mail.ocasd.org

Mr. Robert McFate & Mr. Greg Merkel, Board Solicitors

PO Box 407, Seneca, PA 16346

676-3933

Administrative Office

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Superintendent, Dr. Lynda Weller

Business Manager, Mrs. Susan L. Fisher

Board Secretary, Ms. Shirley McLaughlin

Welcome Message

WELCOME TO THE OIL CITY AREA MIDDLE/SENIOR HIGH SCHOOL!

We, the principals, teachers, and staff welcome you to the Oil City Area Middle/Senior High School. As you enter upon this new experience and a new school year, we wish you success. We pledge you our help as you may need it and our encouragement to enjoy your years at the middle/senior high school.

We have prepared this handbook to be of assistance. It contains definite information which you and your parents will want to know about the school. Read it carefully and keep it available as a reference. Changes to this year's book have been highlighted in **blue**.

To be successful, going to school must be a cooperative venture with you, your parents, your school mates, and the faculty all working toward a common purpose.

The school exists for one purpose only. That is, to give you an opportunity to get an education and to learn. The "getting" is sometimes hard work. No way has yet been discovered to give you an education. It is only the opportunity that can be given. The rest is up to you.

Our work together this year will provide you with experiences that are educational, social, and recreational; all necessary for the development of a well rounded school citizen. We urge you to use these experiences well to prepare yourself for the next step in the educational program which leads to useful citizenship in school and preparation for adult life.

*The Administration reserves the right to make changes to the handbook as needed. The school district will make every effort to inform stakeholders of changes to the handbook.

High School Administration

Mr. Scott Stahl, Principal, Lead Administrator

Mrs. Tracy Delmonaco, Director of Special Education

Middle School Administration

Mr. Craig Kasunic, Co-Principal

Mrs. Joy Zuck, Co-Principal/Coordinator of Special Education

OIL CITY MIDDLE/SENIOR HIGH SCHOOL

PHILOSOPHY

The middle/senior high school is more than an educational institution. It is a concept which provides a transition from elementary school through senior high school and from childhood to adulthood. Administrators, teachers, parents and students all work in harmony for the optimum benefit of students.

The purpose of the Oil City Middle/Senior High School is to present an educational program suitable for our community that aptly facilitates this transition. To be effective in its task, the school will be child-centered, incorporating into its design, an understanding of the physical and emotional changes occurring in the pre-adolescent and adolescent while meeting each child's academic needs.

Oil City Middle/Senior High School develops an appreciation for the value of education. It emphasizes mastery of basic skills, development of problem-solving techniques and an increase of knowledge.

To be meaningful in life, beyond the school day and the school years, Oil City Middle/Senior High School will help the student explore various careers and leisure activities. It also prepares the student to be a participating member of our democratic society.

Finally, for Oil City Middle/Senior High School to be successful, it needs cooperation and support from the community. The Oil City Area School District shares the following beliefs:

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.

OCASD has set the following 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.

OCASD has set the following learning principles:

1. Learning is an active, positive experience.
2. Learning is individualized and personalized.
3. Learning is a lifelong process of problem-solving.
4. High expectations promote learning.
5. Permanent learning results from practice.

PENNSYLVANIA ACADEMIC STANDARDS

All teachers at OCASD are required to align their lesson, assessments, projects, etc. with the Pennsylvania Academic Standards. These standards provide 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>

Middle School Staff Directory

Phone: 814-676-5702

Fax: 814-676-2306

Voicemail Instructions: Dial 676-5702. After automated teller, dial voice mail number, leave message

Middle School Administration

Mr. Craig Kasunic, Co-Principal ckasunic@mail.ocasd.org ext. 3911
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Middle School Office

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Mrs. Carrie Heber, Discipline Secretary cheber@mail.ocasd.org ext. 3903

Middle School Guidance

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Mrs. Nicole Pearson, SAP Liaison npearson@mail.ocasd.org ext. 3268
Mrs. Ashley Baughman, Outreach Coordinator abaughman@mail.ocasd.org ext. 3278

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Mrs. Donna Aaron daaron@mail.ocasd.org ext. 2931

Teaching Staff

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Internet Sites for Information:

Oil City Area School District	www.ocasd.org
PowerSchool Parent Portal	http://ps.ocasd.org
Athletic Schedules	Schedule Star
AIMSweb	www.aimswebPlus.com

High School Staff Directory

Phone: 814-676-2771

Fax: 814-677-7256

Voicemail Instructions: Dial 676-2771. After automated teller, dial voice mail number, leave message

High School Administration

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High School Office

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Mrs. Shannon Witmer, Learning Support	switmer@mail.ocasd.org	ext. 2209
Mrs. Betsy Warner, Math	bwarners@mail.ocasd.org	ext. 2013

VM -- Voice Mail Only

Internet Sites for Information:

Oil City Area School District	www.ocasd.org
PowerSchool Parent Portal	http://ps.ocasd.org
Athletic Schedules	Schedule Star
Study Island	www.studyisland.com

2020-2021 School Calendar

August 27	Thursday	Professional Day
August 28	Friday	Professional Day
September 1	Tuesday	First Day of School
September 7	Monday	Labor Day
October 2	Friday	Vacation Day
November 13	Friday	Act 80 Day
November 26, 27 & 30	Thursday, Friday, Monday	Vacation – Thanksgiving
December 24, 25, 28, 29, 30, 31 January 1	Thursday, Friday, Monday, Tuesday, Wednesday, Thursday, Friday	Vacation - Christmas & New Year's
January 18	Monday	Act 80 Day
February 12, 15	Monday, Friday	Vacation Days
March 18	Thursday	Professional Day
March 19	Friday	Act 80 Day
March 22	Monday	Vacation Day
April 1,2,5,6	Thursday, Friday, Monday, Tuesday	Vacation - Easter
May 7	Friday	Act 80 Day
May 31	Monday	Memorial Day
June 8	Tuesday	Last Day for Students
June 9	Wednesday	Professional Day

Tentative Snow Make-Up Days: Feb 12, Feb 15, Mar 22, Apr 6, Apr 5, Jun 9, Jun 10, and continuing through June

Other important dates:

TBD - School Pictures (High School and Middle School)

June 10 - Baccalaureate, 6:00 p.m.

June 11 - Commencement, 6:00 p.m.

TESTING PROGRAMS

OIL CITY SENIOR HIGH SCHOOL Calendar of Activities/Testing – 2020-2021

TBA	High School Orientation Open House
August 26 & 28	Counselors Available - Scheduling for New Students 8:00 AM – 12:00 PM & 1:00 PM – 3:00 PM
September 1	First Day of School for Students
September 15 - 17	Benchmark Testing 1– Biology - Grades 9, 10, 11
September 22-24	CDT ELA
September 28 - October 2	Keystone Exam rescheduled (summer delayed)
October 14	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test - (PSAT/NMSQT), ASVAB, SAT
October TBD	Financial Aid Workshop – High School Cafeteria - 6:00 PM – 8:00 PM
November 17-19	CDT ELA
November 23 - 25	Benchmark Testing 2 – Biology – Grades 9, 10, 11
December 5	SAT & Subject Tests – High School Cafeteria
December 1 – 15	Winter Wave 1 -- Keystone Exams – Literature (re-takes only)
January 4 - 15	Winter Wave 2 – Keystone Exams – Algebra & Biology (re-takes only)
January 20	Armed Services Vocational Aptitude Battery (ASVAB) Voluntary - 8:00 a.m. – 11:00 a.m. – Library
February 16-18	CDT ELA
March 16 - 18	Benchmark Testing 3 – Biology - Grades 9, 10, 11
March 13	SAT Testing Only – High School Cafeteria

April 17	ACT - (American College Testing) - Library
May 8	SAT & Subject Tests – High School Cafeteria
May 4	AP Exam – Calculus Test
May 5	AP Exam - English Literature Test
May 7	AP Exam – Spanish Test
May 11 - 22	Keystone Exams – Algebra I, Biology & Literature (Freshman, Sophomores, Junior Re-Tests)
May TBD	Benchmark Testing 4 – Grades 9, 10, 11 <i>(Optional)</i>
June 5	SAT & Subject Tests – High School Cafeteria

**Oil City Middle School
Preliminary Calendar of Activities/Testing for 2020-2021**

TBD	Middle School Orientation Middle School Open House
Aug. 26 & 28	Counselors available - Scheduling for new students 7:30 AM - 12:00 PM & 12:30 PM - 2:30 PM
TBD	WEB Orientation 6th grade
Sept 1	First Day of School for Students
Sept. 7-11	CDT Reading Grades 5-8 completed online during virtual instruction
Sept. 14- 18	CDT Math grades 5-8 and Science grades 6-8 online during virtual instruction
Sept. 28-30	Data Meetings and SLO
Jan. 4-8	CDT Reading Grades 5-8 completed during English
Jan. 11-14	CDT Math grades 5-8 and Science grades 6-8
Jan. 25-20	Data Meetings
March 15-19	CDT Reading and Math grades 5-8
April 19-23	PSSA ELA testing window: Grades 5-8

April 26-20	PSSA Math testing window: Grades 5-8, Science grade 8 only
May 17-18	Algebra Keystone testing window: all algebra students
May 18-31	SLO and Individual Data Meetings

VISITOR INFORMATION

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

1. The visitor must be buzzed into the building and will be asked their purpose for entering the building. **During the Covid-19 pandemic all visitors will be required to wear masks when entering the building.**
2. All visitors must report directly to the main office.
3. All visitors must sign in and receive a visitor's pass from the office.
4. If visitors have a scheduled appointment, they will be escorted from the office to their meeting.
5. If visitors do not have a scheduled appointment, they must remain in the office until the purpose of their visit can be verified and cleared by office personnel.
In order to avoid delays, it is strongly recommended that all visitors call ahead to schedule appointments.
6. Upon completion of their appointment, 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. Please write your student's name on the item(s) or leave a note with the student's name. The items will be delivered by office staff.

ATTENDANCE

Due to the Covid-19 Pandemic more information may follow and it is subject to change.

Attendance is key to success in any educational environment. absence

1) Students of Compulsory School age (under 17) arriving late to school without a legal excuse will be marked unexcused tardy. Three (3) unexcused tardies to school results in one (1) unlawful day of absence. Three (3) excused tardies to school results in one (1) lawful day of absence.

2) After 3rd unlawful absence- Notice will be mailed home and a Student Attendance Improvement Conference (SAIC) will be scheduled for students of Compulsory School age. The school will file a truancy citation (with the District Magistrate) after three (3) additional unlawful absences and/or make a referral to Children and Youth Services.

- Students under the age of 15 at 6 Illegal days, a citation will be filed against the parent/guardian residing in the same home as the child.
- Students age 15 and over at 6 illegal days, a citation will be filed against **either** the student **or** the parent/guardian residing in the same home as the child.

3) Upon 10 accumulated days of absence, Oil City Area School Board Policy #204 states that parents will be required to provide a written medical excuse from their family physician. The district will only accept excuses from physicians, if the student was seen at the physician's office. Excuses provided by a physician that state the child was not seen at the office will not be accepted.

4) Students that have a total of 20 or more unexcused/unverified absences and/or tardies are not permitted to attend any school related activities. (ex. prom, sporting events, graduation ceremonies etc.) For clarification purposes -- for extracurricular participation only (not for compulsory attendance regulations), one unexcused tardy is equal to one unexcused absence.

All co- and extracurricular activities are a privilege. Participation in these activities is earned through regular attendance, effort in the classroom and following the school's discipline code. Co- and extra-curricular activities include but are not limited to dances, graduation ceremonies, sporting activities, concerts, plays etc. Students participating in co- and/or extra-curricular activities will not be ineligible to participate if they have 5 or more unexcused tardies during their season.

Students who have more than three days of outside suspension and/or three or more illegal absences will not be allowed to attend functions at other high schools (i.e., school dances requiring OCHS administrative approval).

Board Policy #204 also states that an administrator may grant permission for up to 5 days of absence for a student to be out of school for a family educational field trip. Educational trips will not be approved during state mandated testing windows.

ATTENDANCE REGULATIONS / PROCEDURES

There is a correlation between regular school attendance and achievement. Students are encouraged to avoid any absence from school. The School Board considers the following conditions to constitute reasonable cause for absence from school: illness, quarantine, recovery from accident, required court attendance, death in family, family educational trips, school approved educational tours and trips, and emergencies as determined by the principal.

The Oil City Area School District works in conjunction with Venango County Children & Youth Services regarding the enforcement of Compulsory Attendance, and jointly has established clear guidelines and directions in the cases of chronic unlawful absences.

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

***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.**

A student may be required to submit a doctor's excuse for each day of absence due to chronic absenteeism.

Absences for any other reason will be considered unexcused/unlawful; for example: truancy, absence due to parental request, trips not approved in advance, hunting or fishing, missing the school bus, sleeping in, etc..

Steps to follow when absent:

1. Upon returning to school, present a written excuse to the office prior to going to class.
2. Make arrangements with teachers to complete assignments missed during days of absence. Make-up work is the student's responsibility.

OCASD Virtual Academy

This type of remote learning has been added as a choice for our students in grades K-12. This model will provide a daily schedule that runs parallel to in-school learning. Students will remain with their assigned teacher(s) with this option. Attendance will be required and assignments, tests/quizzes will be graded just as they would if students were in their school.

Attendance: Students will be expected to show they have attended each of their courses within 24 hours of the lesson being posted.

Assignments, tests and quizzes will be turned electronically, via Google Classroom, which is the platform all teachers will utilize during the 2020-2021 school year.

SCHEDULE CHANGES

If a change in schedule is considered to be in the best interest of the student, after appropriate consultation with the teacher, the counselor may recommend and initiate the change. However, permission must be granted by the parent/guardian and approval must be obtained from the teacher and the co-principal.

(H.S. ONLY):

1. Changing to Another Level Within a Subject Area

(i.e., Academic English to General English) A student may change to another level in the same subject area. Grades in the original course will be averaged with grades in a new course to determine a final grade. Changes may not occur after the end of the first semester for a year-long course or after the first nine week marking period for a semester course.

2. Dropping a Course

A year-long course may not be dropped after the start of the second semester for semester courses dropped after the first

nine week marking period. If dropped within these guidelines, the student will receive a WP (Withdrawn Passing) or WF (Withdrawn Failing), depending upon their level of achievement at the time. This notation will not be considered when computing class rank. Withdrawal after these days will result in a failing grade and will be reflected in class rank.

3. Removal From Class for Disciplinary Reasons

A student removed from a class for disciplinary reasons at any time during the school year will receive a failing grade for the course. This will be reflected in class rank.

COLLEGE VISITATION

When a student goes on a College visit their absence will be counted as a school activity and will not count against them as long as the student provides the Attendance Secretary a letter from the college showing proof of the visit.

EDUCATIONAL TRIPS

As per School Board Policy #204, family educational tours and trips must be approved 5 days in advance by the administrator(s) of the school the child attends. The administrators are granted the authority to approve as many as five (5) absences for educational tours and trips for a given student during a school year. 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.

Trips taken during the Keystone and PSSA testing windows will not be approved. 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. The forms are available in the office. When this form is not on file, all absences due to trips will be marked "unexcused."

JOB SHADOWING BY STUDENTS

Parents who wish their child to shadow them at work during a recognized event such as "Take Your Child to Work" are to make a written request to the principal. Upon the principal's approval and verification of attendance by the parent's employer (in writing on company letterhead), the student's absence will be credited as a school activity and will not be included in days absent for the year.

REQUEST FOR EARLY DISMISSAL

Early dismissal from school will be granted for medical appointments. Students must present a written request from the parent, or phone the office in the morning. The student's parent or guardian must sign for the student in the office when leaving the building for an early dismissal. This includes any student being dismissed by the nurse or an administrator. Students who call home to have a parent or guardian pick them up without going through the nurse's office will be assigned an unexcused absence.

(H.S. Only) -- If the student is to drive him/herself to the appointment, he/she must present a written note from the parent stating permission to do so.

Grade 5

Students leaving school after 1:30 P.M. are considered present all day.

Students leaving school after 11:00 A.M. are considered absent for ½ day (PM) unless they return before 1:30 P.M.

Students leaving school before 10:00 A.M., unless they return before 1:30 P.M. are considered absent for the entire day.

Grades 6-12

Students leaving school after 12:30 P.M. are considered present all day.

Students leaving school after 9:45 A.M. are considered absent for ½ day (PM) unless they return before 12:30 P.M.

Students leaving school before 9:45 A.M., unless they return before 12:30 P.M., are considered absent for the entire day.

TARDINESS/LATE ARRIVAL:

Students reporting to school late will need to report directly to the attendance secretary upon entering the building. Three unlawful tardies equals one unlawful absence. Three excused tardies equals one excused absence.

Grade 5

Students arriving to school after 8:26 A.M. through 11:00 A.M. are tardy to school.

Students arriving to school after 11:00 A.M. and before 1:30 P.M. are considered absent for ½ day. Students arriving to school after 1:30 P.M. are considered absent for entire day.

Grades 6-12

Students arrive at school after 7:40 A.M. through 9:45 A.M. are tardy to school.

Students arrive at school after 9:45 A.M. and before 12:30 P.M. are considered absent for ½ day (AM). Students arriving to school after 12:30 P.M. are considered absent for the entire day.

TECH CENTER ATTENDANCE POLICY (H.S. ONLY)

Consistent attendance is a vital component to success at the Venango Technology Center. The core of Vo-Tech is experience based. Attendance is essential to complete shop competencies students will be removed from the Technology Center after the twentieth absence.

Students may be removed from the Technology Center after the twentieth absence. Unexcused absences, excused absences and skipping tech will all be counted. If a student skips three times, they will also be removed from their Vo-Tech classes. The school will monitor each student's attendance carefully. If a student is removed from the Technology Center, other scheduling options will be discussed at that time.

SENIOR PRIVILEGE (H.S. ONLY) (This is being suspended for the 2020-21 school year due to the Covid-19 pandemic and the school's change to an 8 period day)

Juniors and Seniors who meet the criteria will be released at 2:04 p.m. and permitted to leave school early. This program is intended to promote and reward academic success, positive behavior, and good attendance. Early release privileges will begin for Seniors who meet all criteria at the halfway point of the first 9 weeks for the 2015- 2016 school year. Juniors can earn Senior Privilege for the final grading period of their Junior year by meeting all criteria throughout the first 3 grading periods.

Criteria:

- Student maintains grades of C or better in all classes with no incompletes.
- Student is up to date with Graduation Project requirements.
- Student has good attendance with no illegal absences or tardies.
- Student has no discipline referrals including teacher held detentions and dress code infractions.
- Student obligations are all met, no restitution owed to the school.
- Student has a positive school driving record with no driving/parking violations.

Student must provide:

- Signed permission from parent or guardian permitting early release from school
- Paid parking permit

Important Notes: Under NO circumstance will younger siblings/students be released early to ride with someone who has earned Senior Privilege. Failure to meet criteria at any time will result in the loss of Senior Privilege for a period of time to be determined by OCHS administration. Students who have not earned/have lost Senior Privilege will report to their regularly scheduled class/study hall.

GENERAL PROCEDURES

SCHOOL ARRIVAL

Grades 6-12 Only

The school day begins at 7:40 a.m. Students must stop in the office to sign in when they arrive to school after 7:40 a.m. Students are considered tardy to school when they arrive to their classroom after the 7:40 a.m. tardy bell, including being late from breakfast.

Parents who transport students to and from school are to use the Lynch Boulevard sidewalk as a drop-off/pick up location. This practice will minimize confusion and improve student safety. **Students transported by parents or who walk to school should not arrive to school prior to 7:15 a.m.** Students are to enter the building through the main lobby, near the office, or the bus entrance. The Lynch Boulevard entrance will not be open for students to enter the school.

All students arriving to school will report directly to their first period class.

Grade 5 Only

The school day begins at 8:26 a.m. Students must stop in the office to sign in when they arrive to school after 8:26 a.m. Students are considered tardy when they arrive to their classroom after 8:26 a.m.

Parents who transport students to and from school are to use the fifth grade sidewalk as a drop-off/pick up location. This practice will minimize confusion and improve student safety. **Students transported by parents or who walk to school should not arrive to school prior to 8:10 a.m.** Students are to enter the building through the main lobby, near the office, or the fifth grade entrance. The Lynch Boulevard entrance will not be used. Parents are not permitted to enter the building through the 5th grade entrance. They must enter the building through the main office doors.

Once students arrive on school property they are not permitted to leave the immediate area.

BREAKFAST/EARLY MORNING PROCEDURES

Breakfast is available as students arrive and it will be consumed in their first period classroom.

HALL MOVEMENT / HALL PASSES

Students should keep to the right when practical, keep moving, and make no unnecessary noises. There should be no running in the halls or stairwells at any time. Under no circumstances, other than emergencies and class changes, should students be in the halls without pink slips or lavatory passes.

New for 2020-21: Hallways will be “one way” with directional signage throughout the buildings.

Middle School Only: Students must have their school planners to use as their hall pass.

DOOR ALARMS

Students, faculty, staff, and visitors must use the main door for each of the schools in order to enter and exit the MS/HS complex during the school day. VTC students may exit through the assigned doors during assigned times to go to and from VTC. All other exterior doors are armed with an alarm that will sound if the door is opened.

LIBRARY BOOKS

A reminder will be sent each Friday to students with overdue library books. After one month, the student will be restricted from checking out additional books and extracurricular privileges will be revoked until the book(s) is returned. The student will be charged for the cost of the book and may be subject to further disciplinary action.

New for 2020-2021: We will not be allowing students to check library books out .

LOCKERS

Lockers are school property and are subject to unannounced and routine inspection at any time. Students are not to expect privacy from school searches of lockers as outlined in this handbook under “Right to Search”. The storage or presence of illegal substances will constitute a violation of the discipline code and result in disciplinary action and a police referral.

Unannounced locker searches will be used in an attempt to keep lockers safe and clean. Neatness and cleanliness are priorities when locker checks are conducted. Open containers may not be kept in lockers. Pictures are to be hung with magnets only –NO TAPE is permitted in lockers.

A locker combination will be assigned to each student and should not be shared with friends. No padlocks may be used. Security is guarded by individual locker combinations. Locker security is a student’s responsibility.

Don’t give your combination to anyone. Should a locker need attention, contact your Homeroom teacher. Students may use lockers at any time during class changes or before or after school.

RIGHT TO SEARCH

At no time does the OCASD relinquish control of hallways, lockers, physical education lockers or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time in order to maintain a safe and orderly environment.

These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to themselves or others while on school property. Searches may include, but are not limited to, the utilization of certified police drug detection dogs, metal detection units, or any other device deemed useful in protecting the health, safety and welfare of the school population.

PERSONAL ITEMS

The school district is not responsible for any personal items including, but not limited to: Cell phones, headphones, video games, laser pointers, pagers, tablet devices (iPads, Kindles, etc.) electronic devices, etc. Any of these items that cause a disturbance/disruption within the learning environment will be subject to disciplinary action per policy. These items could be confiscated by teachers and returned upon parent request. At the teacher's discretion, some electronic devices may be allowed.

Cell phones are not to be used during class; cell phones are not to be used during bomb threats or drills due to the possible causes from usage.

Fidget spinners and devices alike are not to be in classrooms. They will be treated the same as cell phones for violations.

HANDBOOKS (Middle School Only)

Student handbooks/planners will serve several purposes. It will be the hall pass, the planner, and serve as a guide to

reference school rules and expectations. Handbooks are to be maintained in good condition. Pages are not to be removed from the handbook. Handbooks are expected to be carried at all times. Students are not permitted to give their handbook to another. One handbook will be issued to students free of charge. It must remain intact throughout the year. Students/parents will be responsible for the cost of a replacement copy which can be purchased in the middle school office.

CELL PHONES

(H.S.) Students are permitted to use their cell phones during non-instructional times only. If a student is using a cell phone during class, the teacher will confiscate the phone and turn it in at the office.

(M.S.) Students are not permitted to use their cell phones during class change and classes. Students in grades 6-8 may use personal devices during lunch but are prohibited from taking pictures/video at any time. Any student using a cell phone during the school day will have their phone taken. All phones must remain in a student's locker or pocket. Students must turn off their phones upon arriving to school. Head phones will be treated the same as cell phones in the hallways and classrooms. At no time should headphones be worn except at lunch in the cafeteria (once a student is in the cafeteria).

Consequences for Cell Phone Violations (MS/HS)

Cell Phone Violation (1st Offense): Student may pick up the phone from the office at the end of the day. Student may also be assigned a consequence in line with the leveled discipline code.

Cell Phone Violation (2nd Offense): Parents must pick up the phone from the office. Student may also be assigned a consequence in line with the leveled discipline code.

Cell Phone Violation (3rd Offense): The phone will be kept in the office until school consequence has been completed by the student. At that time, the school will hand the phone over to the parent.

Additional cell phone violations will result in increasing leveled discipline assignments.

Any student who refuses to surrender his/her cell phone for violating these guidelines will receive outside suspension and may receive a disorderly conduct citation.

LOST AND FOUND

(H.S.) Students who find lost articles are asked to take them to the office where they can be claimed by the owner.

(M.S.) Students who find lost articles are asked to take them to the cafeteria where they can be claimed by the owner.

At no time does the district assume responsibility for personal items brought to school by students. Any personal items left in lockers or in the lost and found at the end of the school year will be donated to charity one week after the last student day.

OPEN / RE-SEALABLE CONTAINERS

Water is the only beverage permitted in hallways, lockers or classrooms.

POSTERS / FLYERS

Students are not permitted to put posters or flyers on walls or lockers. General bulletin boards have been provided to eliminate taping to painted walls. Permission must be secured from the principal before posting anything anywhere in the building.

SHARPIES AND MARKERS (M.S. Only)

Students are not permitted to have sharpies and markers at the Middle School. The only exception to this is when they are provided by the classroom teacher for use during class time for a class project.

TEXTBOOKS

Textbooks are issued at the beginning of the year. Students are expected to keep book covers on all books. Students who lose or damage a book will be assigned restitution. New textbooks usually cost between \$40 - \$75 and a pro-rated price will be given for all lost or damaged textbooks. Students who owe money for a textbook will not be permitted to attend any extracurricular activities.

VENDING MACHINES

Students may use the vending machines located in the building only after school. The vending machines are turned off during school hours.

VISITORS

Students are not permitted to bring visitors to school. Passes are only issued to those who are visiting specifically to contribute to the academic or extracurricular programs. A written request must be sent to the office prior to the date of visitation and the co-principal will have final approval.

WORKING PAPERS

Working papers may be obtained from Lou in the office.

1. (H.S.) In order to complete a working paper application, the student must have the application filled out, signed by a parent/guardian and submit a birth certificate. Also, the student cannot have truancy or academic issues.
(M.S.) In order to complete the working papers necessary to begin employment, the student must have a job established and a letter on company letterhead from the employer telling the school of their interest in hiring the student.
2. The application must be returned to the office when completed.

AFTER SCHOOL ACTIVITIES and TUTORING

Any student who stays after school for tutoring, must make arrangements with his/her teacher prior to the day he/she plans on staying. Students must arrange their own transportation home. Middle School students will not be permitted to walk home without prior approval from the office.

Students are NOT permitted to stay during activity period for the sole purpose of socialization. Students are also NOT permitted to wait in the building after school for afternoon or evening activities, including athletic practices or athletic events. They will be asked to leave the building until the activity starts.

SCHOOL DANCES

(H.S. Only) Prom, Homecoming, Christmas and after-sporting event dances are intended for OCHS students. Any guest that is not a student at OCHS must be registered and approved by the Senior High office and the principal of the school the student guest attends. Only students in Grade 9 or above will be permitted to attend dances. Students older than 20 years of age will not be permitted to attend any dance. (Attendance guidelines are outlined on page 15).

(M.S. Only) Only students who attend OCMS are permitted to attend dances at OCMS.

SPORTS ELIGIBILITY

Eligibility forms will be distributed to teachers each week for all students who participate in school sponsored sports. Any student who is not passing a course for the nine weeks to that date will be reported to the office. A student failing more than one subject will be ineligible for game participation the next week. Ineligible students may practice and sit with the team for home games but may not play or travel to away games at the discretion of the coach.

A student team member or cheerleader, who is absent from school the day of a game or arrives to school after 9:00 A.M., may not participate that afternoon or evening. An exception will be made for an approved medical appointment. College visitations, funerals and other extenuating circumstances will be dealt with on an individual basis. Students who are absent the day following participation in a game Monday through Thursday must present a legal excuse upon returning to school in order to be eligible to participate in the next scheduled event. The attendance office will determine legality of excuses.

Students participating in co- and/or extra-curricular activities will be ineligible to participate if they have 5 or more unexcused tardies and/or absences during their season. If a student participating in co- and/or extra-curricular activities is tardy to school sixteen times in a year, he/she is ineligible to participate for the remainder of the school year. A tardy is considered arrival to school after 7:40 a.m. If an athlete is absent 20 days in a semester, he/she is ineligible to participate until he/she is in school for 45 days following his/her 20th day of absence (Article III, Section 3, PIAA Handbook).

GRADING SYSTEM

The following numerical grading scale is used at Oil City Middle/Senior High School.

High School Grading

Grade reports are for a period of nine weeks (4 reports per year), and the breakdown for all year long courses is as follows:

First nine weeks = 22.5% of final grade;
Second nine weeks = 22.5% of final grade;
Third nine weeks = 22.5% of final grade;
Fourth nine weeks = 22.5% of final grade; (actual percentage achieved)
End of year (mandatory) final exam/assessment = 10% of final grade.
(actual percentage achieved)

Middle School Grading

First nine weeks = 25% of final grade
Second nine weeks = 25% of final grade
Third nine weeks = 25% of final grade
Fourth nine weeks = 25% of final grade; (actual percentage achieved)

Note: (I) – Incomplete: An incomplete grade must be made up within fifteen (15) school days after the student’s return to school. All incomplete work will receive a zero (0) and these grades will be averaged with all other completed work to give an official grade to replace the incomplete.

For semester (half year) courses the breakdown is as follows:

High School Grading

First nine weeks = 45% of final grade (I = 50%);
Second nine weeks = 45 % of final grade (actual % achieved);
End of Semester (mandatory) final exam/assessment = 10% of final grade (actual % achieved).

Middle School Grading

First nine weeks = 50% of final grade (I = 50%);
Second nine weeks = 50% of final grade (actual % achieved);

90 to 100	Outstanding	1 Department - Well Disciplined
80 to 89	Above Average	2 Department - Satisfactory
70 to 79	Average	3 Department - Needs to Improve
60 to 69	Below Average	4 Department - Unsatisfactory
50 to 59	Failing	

A grade range of 50% to 100% will be established for the first three marking periods and for the first marking period of a semester course. There will be no floor during the final marking period or the final examination with a grade range from 0% to 100%.

Course Weighting - Beginning with the Class of 2017

Core courses (English, Math, Science, and Social Studies) and Foreign Language courses in grades 9-12 receive a weighting based on their level of difficulty for calculating class rank. The weighting is listed below:

Enriched/AP	Academic	General	Sample Calculation Formula:
1.10	1.05	1.00	Grade x Weight = Weighted Grade

PROMOTION/RETENTION (H.S. ONLY)

When a student fails two full credits of work in Grades 9 through 12 and does not earn one or both of the failed credits by whatever means are available, the student will retain the failed grade status. He/she will also be required to schedule the two failed credits as part of his/her forthcoming schedule.

*The number of credits a high school student must have completed to be considered a member of the next class are:

Freshman	Successful completion of 8 th grade
Sophomore	5 credits
Junior	11 credits
Senior	17 credits

PROMOTION/RETENTION (M.S. ONLY)

Students who fail two or more classes for the year (either a semester class or full-year class), may be required to complete summer school prior to the start of the next school year. Summer school costs are the responsibility of the student and his/her family. It is the responsibility of the family to enroll the student in a summer school program provided at another district or through an approved cyber or correspondence program.

If a student fails to successfully complete the required summer school class(es), he or she may be retained in the same grade for the next school year. For example, if a 6th grade student is required to take summer school and he/she does not, he/she will be kept in 6th grade again.

SUMMER SCHOOL POLICY

(H.S.) Students who do not pass a core subject(s) are eligible to attend summer school to earn credit(s).

(M.S.) Students who do not pass two (2) core subjects are eligible to attend summer school.

(H.S./M.S.) In order to attend summer school, each student should meet the following criteria:

1. Student should pass at least two 9-week report periods in the current school year.
2. Have no more than 20 total absences from school in the current year (medical exceptions will be determined by the principal).
3. Students who successfully complete summer school will earn a general credit with a grade no higher than a 70%.
4. Administration will have final approval.

PRINCIPAL'S LIST AND HONOR ROLL

The purpose is to recognize and encourage academic excellence and stress the need for a well-rounded citizen.

To achieve the Principal's List, a student must have grades of 90 or higher in all subjects.

To achieve the Honor Roll, a student must have grades of 80 or higher in all subjects.

MAKE-UP WORK

Obtaining missed assignments is the responsibility of the student. Any student missing less than three days should make arrangements with his/her teacher to make-up any work missed because of an excused absence. In the case of extended absences parents should contact their child's teacher via email or phone call, to acquire the missing work.

CREDITS AND GRADUATION REQUIREMENTS (H.S. ONLY)

- Earn 24 Credits, which must include:
 - 4 – English
 - 3 – Social Studies
 - 4 – Mathematics
 - 3 – Science
 - Health (.5 credit)
 - Physical Ed Unit (.5 credit) - each year
 - Adult Living (.5 credit)
 - Careers Exploration (.5 credit)*(All students must carry a minimum of 6 ½ credits each year)*
- Complete the Graduation Project requirements
 - **Requirements for Freshmen**
 - 4 hours of community service and Community Service Log **Due to Covid-19 students will be permitted to log service hours completed at home**
 - Attend OCHS Career Fair and complete two Career Fair Interview Questionnaires
 - **Requirements for Sophomores**
 - Successful completion of Career Exploration Class (not including vo-tech students)
 - 4 hours of community service and Community Service Log **Due to Covid-19 students will be permitted to log service hours completed at home**
 - Attend OCHS Career Fair and complete two Career Fair Interview Questionnaires
 - **Requirements for Juniors**
 - Successful completion of Adult Living Class
 - 4 hours of community service and Community Service Log **Due to Covid-19 students will be permitted to log service hours completed at home**
 - 3 job shadows of at least five hours each
 - Job Shadow Reflection Form for each job shadow **Due to Covid-19 students will be permitted to complete online job shadows**
 - **Requirements for Seniors**
 - 4 hours of community service and Community Service Log **Due to Covid-19 students will be permitted to log service hours completed at home**
 - Successful completion of research paper (English class)
- Special needs students must meet IEP goals
- An eligible student who satisfactorily completes a special education program developed by an Individualized Education Program shall be granted a high school diploma by the school district. This applies if an eligible student's special education program does not otherwise meet all requirements of Chapter 14.
- Any student who takes Algebra I, Biology or 10th Grade English (or 9th grade Accelerated English) must take the corresponding Keystone Exam in that subject area. Students must be proficient on these exams OR beginning with the Class of 2017, students not proficient, must complete a culminating project during their senior year for that subject area.
- VTC students are exempted from the Careers Exploration requirement

The requirements for graduation shall be the completion of work and studies representing the instructional program assigned during grades nine through twelve.

Courses meeting for fractional parts of a year will receive fractional credits. Students who successfully complete four years of physical education will be granted two credits toward graduation.

Lab courses (i.e., Algebra Lab, Algebra Remediation Lab, Lit Lab, Lit Remediation Lab, and Bio Remediation Lab) may count as general electives, but not as core credits.

Successful completion of the course will mean passing the course as outlined in the information above.

Students failing any of the required state mandated courses and/or failing to successfully meet the 24 credits towards graduation will not be permitted to participate in the Commencement exercises.

Any debts, books, etc., owed by any senior will result in his/her non-participation in the Commencement program until said obligations have been resolved.

GRADUATION HONORS (H.S. ONLY)

To qualify for distinction, a student must achieve a minimum GPA of 90.0 (not rounded to 90). To qualify for honors, a student must achieve a minimum GPA of 80.0 but not qualify for distinction.

**To be eligible for these awards, a student must also attend OCHS at least four semesters immediately prior to graduation.*

VALEDICTORIAN/SALUTATORIAN (H.S. ONLY)

One Valedictorian and one Salutatorian will be selected from each class based upon cumulative Quality Point Average beginning in 9th grade up to and including the fourth marking/grading period of his or her 12th grade year. Students MUST complete the Academic Program, which must include: 2 years of a lab science, 3 years of a foreign language, Academic Modern Critical Issues: Post WWII to Present, Accelerated/AP English Classes and Calculus to be eligible for Valedictorian and Salutatorian.

**To be eligible for these awards, a student must also attend OCHS at least four semesters immediately prior to graduation.*

PHYSICAL EDUCATION

Students are required to participate in physical education classes, as mandated by the state. If a student is unable to participate in regular physical education classes for physical, psychological or other compelling reasons, the student will be assigned to adapted physical education classes. To be enrolled in adapted physical education classes, a student must obtain a form from the nurse for his/her doctor to complete. The doctor will indicate in which activities the student may not participate.

If an illness or injury prohibits a student from participating in physical education classes for an extended period of time, he/she should submit a doctor's excuse to the nurse's office. This excuse should tell the nature of injury or illness and the length of time needing to be excused from physical education classes. The nurse will give this information to the teacher.

A change of clothes (following school dress code) is required when participating in physical education classes. This change should include appropriate dress for indoor and outdoor activities. Clean tennis shoes will be required indoors. The physical education staff reserves the right to determine appropriate attire, prior to each unit (i.e., loose-fitting shorts, sweatpants, t-shirts, warm clothing for outdoor activities, appropriate footwear).

New for 2020-2021: Students will change shoes (when necessary) but will not change clothes for PE.

Also, students will no longer be allowed to participate in gym classes if all jewelry is not removed. This includes: tongue, eyebrow, nose, lip and all other facial piercings, etc.

DUAL ENROLLMENT (H.S. ONLY)

The dual enrollment program is for high school juniors and seniors with an overall B average and who are Keystone

proficient. Eligible students may take college-level, credit-bearing courses that will count towards their high school graduation requirements at a rate of one, 3-credit college course to one high school credit and start accumulating college credits before graduating from high school.

Post-secondary grades will be transferred to the student's high school transcript. The College letter grade will be listed and is considered a transfer grade that is not used in the calculation of GPA.

Students must earn a grade of C or better to be eligible to participate in the dual enrollment program in succeeding years. Applications and more details for the program are available in the high school Student Service Center or go to www.clarion.edu. JumpStart is a similar program offered through Clarion University at a discounted rate.

College in the High School courses are taught by certified high school teachers who have a master's degree or the master's equivalency and have been certified as adjunct faculty members by the University of Pittsburgh at Bradford. High school teachers work throughout the year with Pitt-Bradford faculty member liaisons, and earn high school credits and college credits concurrently. Please see <http://www.upb.pitt.edu/chs> for more information or call Student Services for more information at 676-2771.

* Applications and more details for the program are available in the high school guidance office.

ACADEMIC HONESTY

Cheating and Plagiarism are strictly prohibited and are considered a Level II Violation of the Student Code of Conduct in addition to receiving the failing grades listed below. If a student cheats or plagiarizes on an assignment, quiz, test, or project, the following will result:

- First Offense in a class will result in a zero on that assignment, test, quiz, or project and a Discipline Referral sent to the office.
- Second Offense, and Subsequent Offenses, in the same class, will result in a grade of 50% for the marking period (unless the infraction occurs in the final marking period of a class and the actual grade is lower than 50%, then the final grading period percentage will be used) and a Discipline Referral sent to the office.
- The progression of offenses listed above is treated separately for each class.

If a student wants to use a paper/project that he/she has created from another class for a current class, the following protocol must occur. The student must discuss the use of that paper/project with the teacher prior to submission.

TITLE I School (MS Only)

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

Student (all school discretion to include items below)

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

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

Title I and ESSA

Parents Right To Know Letter Oil City Area Middle School

August 28, 2020

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

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

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

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

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

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

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

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

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

Sincerely,

Craig Kasunic and Joy Zuck, Oil City Area Middle School

ESSA Title I Support Program

The Oil City Area School District receives federal funds to operate supplemental Title I programs.

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.

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.

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. 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’s principal.

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

CHILD FIND, SCREENING, AND EVALUATION

Oil City Area School District uses the following procedures for allocating, identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

- As identified in §14.121.Child find of Chapter 14 Special Education Services and Programs State Regulations, each school district is required 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. It also requires awareness activities to inform the public of its early intervention and special education services and programs and the manner in which to request services and programs. Written information is published in the Oil City Area School District handbook and is also available on our website.
- Oil City Area School District routinely conducts screenings of our student’s hearing in Grades K, 1, 2, 3,7, 11, or as needed; visual screenings in Grades K, 1,2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, or as needed; and speech and language screenings in Grades kindergarten or as needed . Our classroom teachers routinely assess gross motor and fine motor skills. Results of these screenings are noted within the student’s school record. School records are always open and available to parents and only to school officials who have legitimate need-to-know information about the student.
- Information from these records is only released to other persons or agencies with appropriate authorization including signed permission by parents/guardians. Parents with concerns regarding their child may contact the building principals to request a screening or evaluation. Requests must be submitted through a written request and forms are available through the school building offices.
- After the necessary evaluations are completed, an Evaluation Report or Gifted Written Report will be completed. This will be done with parent involvement and includes specific recommendations for the types of interventions needed to meet a child’s specific needs. Parents are invited to participate in a meeting where the results of the evaluation will be reviewed. An Individualized Education Program or Gifted Individualized Education Program will be created to address the specialized services that are needed for those students that are deemed eligible and in need for special education services through the evaluation process.

Oil City Area School District provides annual public notification through various forms such as newspapers and the school district website to notify parents throughout the school district of child identification activities and the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children.

For more information regarding these procedures, contact:

Tracy Delmonaco Director of Special Education
Email: tdelmonaco@mail.ocasd.org 676-1867

Child with a Disability

A child with a disability means a child evaluated in accordance with IDEA §§ 3000.304 through 300.311 as having mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as “emotional disturbance”), an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.

For children from 3 years to Kindergarten entrance, the Pennsylvania Department of Education Office of Child Development and Early Learning (OCDEL) operates the preschool early intervention program. OCDEL provides early intervention services through MAWAs (Mutually Agreed Upon Written Arrangements) typically with Intermediate Units or school districts. Legislative and regulatory guidance is provided through [IDEA Part B](#), Pennsylvania's Act 212, the Early Intervention Services System Act of 1990, Chapter 14, and the [Basic Education Circulars](#) related to early intervention. Regional services and programs are available through Riverview Intermediate Unit #6 including support services such as speech therapy, physical therapy, parent education/supports and other family-centered services assist in child development and may be included in a family's early intervention program.

Definitions of Disability Terms

Autism: a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences.

Deaf-blindness: concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Deafness: a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance.

Developmental delay: a child who is less than the age of beginners (Kindergarten) and at least 3 years of age is considered to have a developmental delay when one of the following exists: the child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas; and/or the child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Emotional disturbance: a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance: an inability to learn that cannot be explained by intellectual, sensory, or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; general pervasive mood of unhappiness or depression; and/or a tendency to develop physical symptoms or fears associated with personal or school problems. Emotional disturbance includes schizophrenia. The term does not apply to children who are socially maladjusted unless it is determined that they have an emotional disturbance as previously explained.

Hearing impairment: an impairment in hearing, whether permanent or fluctuating that adversely affects a child's educational performance but that is not included under the definition of deafness.

Mental retardation: significantly sub average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a child's educational performance.

Multiple disabilities: concomitant impairments (such as mental retardation-blindness or mental retardation-orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. Multiple disabilities do not include deaf-blindness.

Orthopedic impairment: a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

Other health impairments: having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as: asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia and Tourette syndrome and adversely affects a child's educational performance.

Specific learning disability: a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell or do mathematical calculations, including conditions such as: perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. Disorders not included include: learning problems that are primarily the result of visual, hearing, or motor disabilities, of mental retardation, of emotional disturbance or of environmental, cultural, or economic disadvantage.

Speech or language impairment: a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.

Traumatic brain injury: an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability of psychosocial impairment, or both, that adversely affects a child's educational performance. Traumatic brain injury applies to open or closed head injuries resulting in impairments in one or more areas, such as: cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing, and speech. Traumatic brain injury does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

Visual impairments including blindness: an impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.

Additional Information Links

Family Educational Rights and Privacy Act (FERPA) - a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Gaskin v. Pennsylvania Department of Education (PDE) – a lawsuit resulting in mandated changes in some special educational services. As part of the court settlement, PDE is requiring all school districts to share the Notice of Proposed Settlement (Notice) to the parents of students receiving special education services. Parents may access the Notice on the following websites: http://www.pde.state.pa.us/special_edu/cwp/view.asp?a=177&Q=109539
<http://www.pilcop.org>

Individuals with Disabilities Education Improvement Act (IDEIA) - IDEIA 2004 maintains the basic principles of the law - a free appropriate public education for all students with disabilities, in the least restrictive environment - however, there are many changes and modifications to the IEP process and other aspects of the identification and evaluation of students with disabilities. http://www.pde.state.pa.us/special_edu/cwp/view.asp?a=177&q=11143

NATIONAL HONOR SOCIETY (H.S. ONLY)

Students are elected to the National Honor Society by the faculty and administration according to the following criteria: character, scholarship, service and leadership. Each spring, qualified juniors are selected for this prestigious service organization. Members of the junior class who are eligible for NHS membership based on a GPA of at least 90% shall receive written notification of their eligibility and a copy of the requirements for NHS Membership consideration. These requirements are an essay; student activity information form and a service project plan which is a minimum of 10 service hours. Dues for NHS are \$15 per year.

DRESS CODE

A high standard of dress is encouraged in the Oil City Area School District because students' self-concepts are enhanced

when they dress appropriately, the manner in which students dress is related to how they behave, and behavior is directly related to achievement. An appropriate standard of dress promotes a positive self-concept, acceptable student behavior and the best possible achievement.

Shirts and blouses

- Must be full length (no bare midriff)
- Sleeves: no spaghetti straps
- No cut off sleeves or shirts (must be hemmed)
- No visibly altered clothing

Slacks and jeans

- Must be worn no lower than the hips
- No inappropriate or immodest holes
- No visibly altered clothing

Shorts and skirts

- Must be worn to mid-thigh length
- Must be worn no lower than hips
- No inappropriate or immodest holes
- No visibly altered clothing

Prohibited Items

- Clothing with profanity or improper language or gestures
- Pajamas / loungewear
- Sunglasses
- Visible or exposed undergarments
- Slippers
- Skate sneakers
- Trench coats
- Choker / dog chains
- Belts or chains that hang down
- Dress associated with gangs, drugs, alcohol, tobacco
- Bandanas, handkerchiefs or strips of clothing
- Coats
- Hats
- Gloves
- Blankets (added 10-27-16)

Middle School Only:

Backpacks:

- Students may not transport their regular backpacks between classes once school starts until the end of the day. When arriving at school, backpacks should be placed in student lockers and remain there until school is over.
 - **Students will use their school issued laptop backpack between classes.**

Staff will determine appropriateness of dress and an office referral will be made. Parents will be called to bring an appropriate change of clothing or to take the student home if the student refuses to change. If a parent/guardian cannot be reached, a change of clothing will be offered. If not accepted, students will remain in the timeout room.

* The key ideas for dress code: Safety, Modesty, Behavior and Achievement.

It is recommended that all Middle/Senior High School students find/purchase/borrow a one-piece swimming suit.

Swimming is part of the curriculum. Two-piece swimming suits are not appropriate for instruction.

CHANGE OF EMERGENCY INFORMATION

Inform the office immediately of a change of guardianship, address, phone number or other information required on the emergency contact form.

In order to officially change a student's home address, bus assignment, or bus stop, parents must provide two proofs of residence.

OCASD Verification of Residency and Eligibility for Educational Services

As we prepare for the opening of another school year, it is extremely important to advise you regarding the policy of the Oil City Area School District and the Pennsylvania state law regarding residency and eligibility to receive educational services within the Oil City Area School District.

Pennsylvania Public School Code, Sections 1301, 1302, 1305, 1306, 1309, 1310, and 1316 contain the state law regarding enrollment and eligibility to attend the local public school where the parent/guardian of a school-age student resides and the eligibility of certain non-resident students attending public schools. Oil City Area School District Board Policy No. 201, Admission of Beginners, and No. 202, Eligibility of Nonresident Students, in accordance with the state laws above, are the policies that govern your student(s) initial and continued eligibility to attend school in Oil City Area School District. Therefore, it is important to notify your child's school if you or your child's living arrangements change at any time during the school year.

PLEASE CAREFULLY REVIEW THE FOLLOWING ITEMS THAT MAY IMPACT YOUR CHILD'S ELIGIBILITY TO ATTEND SCHOOL IN THE OIL CITY AREA SCHOOL DISTRICT.

You or your child has moved:

If you or your child has moved or will be moving at any time to a different location either within or outside of Oil City Area School District, you must immediately notify your child's school regarding your current address and continued eligibility to attend Oil City schools. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school.

You are keeping a school aged child whose parents reside elsewhere:

If you are keeping a school-aged child in your home, whose parents or guardians reside elsewhere, you must complete and submit an Affidavit of Residency form. This form constitutes a sworn statement that you are providing gratis support to the school-age child as if he/she was your own, and that the living arrangement is continuous and not just for the school year or solely for the purpose of attending school in Oil City. See below for acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school. In addition, any false information provided by you regarding residency could result in your personal liability for tuition and/or criminal prosecution.

You are the parent/guardian of a school-age child and you and your child are living with an Oil City Area resident (including a family member):

If you are the parent or guardian of a school-age child who attends public school in Oil City Area School District and you are residing in the home of an Oil City resident, including family members, you must complete a Multiple Occupancy Registration form. The Multiple Occupancy Registration process contains two affidavits: (1) An application for Multiple Occupancy that is completed by the child's parent/guardian, and (2) the Certificate of Multiple Occupancy that is completed by the Oil City resident with whom you reside. See below for acceptable proof of residency documents. These forms must be signed and notarized in the presence of a Notary Public. Failure to do so may result in your child's removal from school. In addition, any false information provided by regarding residency could result in your personal liability for tuition and/or criminal prosecution.

Acceptable proof of residency documents

Parents/Guardians must provide two proofs of residency (ONE of the following: original lease or deed signed by both parties, mortgage payment booklet, or agreement of sale followed by original copy of settlement papers within 45 calendar days of settlement; PLUS any ONE of the following showing identical name and address: valid driver's license, valid vehicle owner's card, current utility bill, paycheck stub containing home address, or tax bill.)

If you have any questions regarding the above requirements, the school district policies, or questions regarding your child's specific eligibility for enrollment in school, please contact Mrs. Carol Weaver, District Registrar, for assistance at 676-1867.

EMERGENCY CONTACT FORMS

A Student Emergency Contact Form must be completed each school year for every student. It contains required information regarding the custody of students in case of emergency. Updating the forms will be necessary during the school year in the event of a change in the student's guardian. We will only allow students to communicate or be picked up by persons listed on their Emergency Contact Form. Please notify the school office immediately of address and telephone number changes. Photo identification may be required when picking students up from school.

EMERGENCY OPERATIONS PLAN

To provide 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 instruction by telephone or other mass media. County emergency management procedures will be enforced if and when conditions dictate these actions.

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. If the signal sounds in the middle of a class change, make your way to the closest exit. Once outside, report to a teacher and let him/her know that you weren't able to make it to your next assigned class.

There will be an evacuation plan posted in each classroom throughout the building. Each teacher will instruct children on specific procedures.

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

1. Sit on a floor facing the wall.
2. Hold a hard backed book or your arms over your head and put your head between your knees.
3. Remain quiet until all clear is sounded.

Delayed Starts, School Closings, 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:

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

Schools Closed:

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

Early Dismissal:

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

Please Note Carefully the Following General Information:

1. SCHOOLREACH – this is a program provided by the school district that enables the school to contact you, the parent/guardian, if there is a delay or cancellation via automated message over the phone/cell. Parents must contact the school if phone numbers change in order to be contacted for delays, cancellations, and/or other school related information.
2. In the event that a delay or cancellation is necessary, the Oil City Area School District will notify the following media outlets: WKQW (radio), WJET (TV), WTAE (TV), WSEE/WICU (TV), WPXI (TV), Radio Forever Broadcasting, The Derrick, and KDKA (TV). 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 media sources.
3. Every effort will be made to make announcements by 7:00 A.M. NO RADIO OR TELEVISION ANNOUNCEMENTS MEANS SCHOOLS WILL OPERATE AS USUAL. The media will be contacted only if there is a change from the normal procedure.
4. 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.

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

Standard Response Protocol (SRP)

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - “Secure the Perimeter”

“INTRUDER ALERT”

EVACUATE - “To the Announced Location”

SHELTER - “For a Hazard Using a Safety Strategy”

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

LOCKOUT: SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Recover students and staff from outside building
- Increased situational awareness

- Do business as usual
- Take roll, account for students

INTRUDER ALERT

“Intruder Alert” is called when there is a threat or hazard inside the school building.

STUDENTS:

- Follow teacher directions
- Maintain silence
 - Review A.L.I.C.E. procedures listed below

TEACHERS: (A.L.I.C.E. Procedures)

- Evacuate building
 - Reunification points VTC & 2nd Presbyterian Church
 - Students who self-evacuate and go somewhere other than reunification points are asked to please notify the District that they are safe.
- Lockdown - Evacuation is not an option initially
 - Lock and close door / Turn lights out / Move students out of line of sight from the door.
 - Barricade & Fortify
 - Spread out within room / do not huddle
- Look for alternate routes out
 - DO NOT OPEN DOOR FOR ANYONE
 - Police, Fire or School Administration will open doors and escort everyone out of building
 - Inform students to remain calm and silent. Turn cell phones to vibrate
- Counter - Prepare for Confrontation
 - Be a moving target
 - Create Distance
 - Distract Intruder
 - Throw books, staplers, etc...
 - Yell and Scream
 - **SWARM (Age appropriate)**
 - **Grab extremities**
 - **Get intruder down on ground**
 - **People sit on each extremity**
 - **Keep adding people as needed**
- **Do Not Pick Up Weapon (unless deadly force is necessary)**
 - Cover with garbage can
 - Person sit on garbage can
 - Notify Emergency Personnel of location of weapon
- Inform - (What recommendations do you have for this?)
 - Put Red or Green indicator sign in door and /or exterior windows
 - Red=Need Medical Assistance
 - Green=No Medical Assistance needed
- Take roll of students and notify office of any missing or extra students via Instant Message, if possible. Use classroom phone only if IM is not working

EVACUATE: (TO A LOCATION)

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER: FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

GOVERNMENT MANDATED POLICIES

1. NON-DISCRIMINATION POLICY

Oil City Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, ADA and Section 504.

2. CHILD ABUSE

Under the Child Protective Service Act of 1975, all school district personnel are MANDATED by law to report suspected child abuse. Concerned citizens may also make a report of suspected child abuse by calling CHILDLINE toll free at 1-800-932-0313. All reports are strictly confidential and can be made anonymously.

3. PEST MANAGEMENT



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

Susan L. Fisher, CPA
Business Manager

Shirley D. McLaughlin
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 2902.

Sincerely,

A handwritten signature in blue ink that reads "Lynda G. Weller". The signature is written in a cursive, flowing style.

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

Equal Opportunity Institution and Employer

HOME / SCHOOL COMMUNICATION

Students serve as an important link in the communication between home and school, teacher and parent. Students should make every effort to deliver and return messages promptly.

PARENT-TEACHER CONFERENCE

Please contact your child's teacher via email or phone in order to request a parent/teacher conference. You may also request a parent/teacher conference by contacting your child's guidance counselor.

POWERSCHOOL PARENT PORTAL

Oil City Area School District offers a web-based parent portal, which will allow you to view your child's grades, assignments, attendance, and discipline files.

You may register for the parent portal at <http://ps.ocasd.org> or from the quick links on the district's website: www.ocasd.org.

RELEASE OF INFORMATION

Information on a student's permanent record will not be released to a school of higher education, prospective employers or any other outside agency or individual without the written permission of a parent or guardian, if the student is under 18 years of age or consent of the student, if he/she is 18 or older.

TELEPHONES

(M.S.) Students are permitted to use the phone in the office with permission from his/her teacher. Students may call from the office in emergency situations only. This phone is for school-related calls only. No personal calls permitted. Students wanting to contact parents/guardians may do so in the middle school office. They may use their cell phone if it is from the middle school office after asking permission from staff.

SCHOOL BREAKFAST & LUNCH PROGRAM

Oil City Area School District is pleased to continue the Community Eligibility Provision (CEP) which started during the 2017-2018 school year. 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 and then click "Food Service" under Quick Links.

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 that need, they will receive an hour of instruction per day until determination can be made of their fluency in the English Language. All students will be taught by our trained ESL instructor.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Team (SAP Team) is composed of teachers and support staff who are concerned about the well-being and academic achievements of Oil City Area Middle/Senior High School students.

The primary goal of SAP is to help students overcome barriers that may pose a problem in a student's educational achievement.

SAP 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. SAP 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 SAP 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 SAP 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 SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.

Team Planning – The SAP 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 SAP 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.

SCHOOL HEALTH SERVICES

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

ASSESSING ILL STUDENTS

The school nurse(s) would like to inform our OCASD families of the school guidelines for assessing sick children. It is our goal to keep the school environment as healthy as possible for all children. A child will be sent home if he/she has:

1. A temperature of 100 degrees or higher
2. A rash/skin eruption, with or without drainage, of unknown origin
3. Active vomiting or diarrhea
4. Suspected contagious illness
5. A serious injury or appear obviously ill

Please be aware that we encourage students to stay in class when possible.

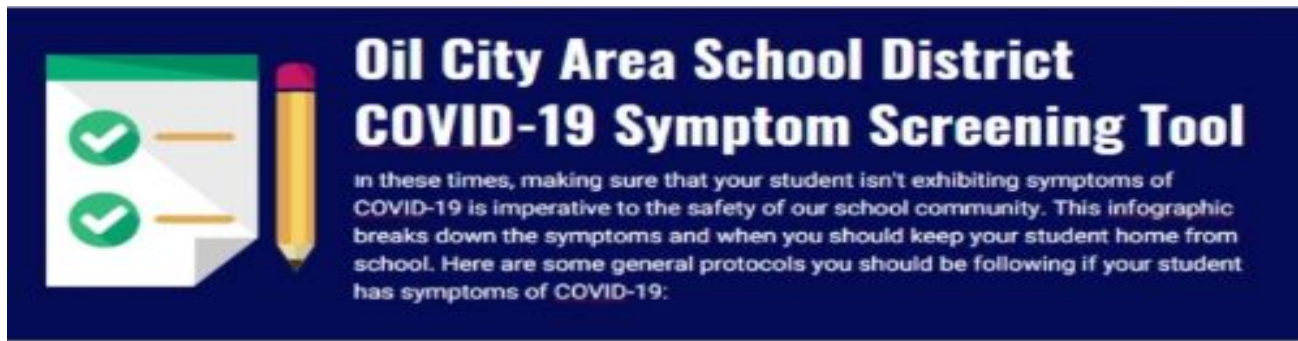
Students going home ill without seeing the school nurse will be given an illegal absence.

HEALTH EXAMINATIONS

Law requires the following health examinations:

- Medical examination upon entry into school, in grades 6 and 11
- Dental examination upon entry into school, in grades 3 and 7
- Permission slips will be sent home and parents can choose to have the school doctor or dentist do the exam at no expense or have it done by the child's private physician. OCASD partners with the Salvation Army to provide comprehensive dental exams at the High School Dental Suite. Failure to have the required completed physical and/or dental exam on file may result in exclusion from school.
- Hearing tests upon entry into grades 1, 2, 3, 7, and 11 and to any children with hearing problems.
- Vision tests annually for every child.
- Height and weight annually for every child...Parent(s)/Guardian(s) will be notified of the results.
- Scoliosis screening in grades 6 and 7.

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



**Oil City Area School District
COVID-19 Symptom Screening Tool**

In these times, making sure that your student isn't exhibiting symptoms of COVID-19 is imperative to the safety of our school community. This infographic breaks down the symptoms and when you should keep your student home from school. Here are some general protocols you should be following if your student has symptoms of COVID-19:



**Group A
1 or more symptoms**

- Fever (100.4 or higher)
- Cough
- Shortness of breath
- Difficulty breathing

**Group B
2 or more symptoms**

- Sore throat
- Runny nose / congestion
- Chills
- New lack of smell or taste
- Muscle pain
- Nausea or Vomiting
- Headache
- Diarrhea

Stay home if you:

- Have **one** or more symptoms in Group A **OR**
- Have **two** or more symptoms in Group B **OR**
- Are taking fever reducing medication.

SCHOOL HEALTH RECORDS

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

IMMUNIZATION

All children must be immunized against the following diseases before admission to school: diphtheria, tetanus, polio, measles, rubella (German Measles), mumps, chicken pox, and Hepatitis B. All students entering 7th grade are required to

have either age appropriate dose(s) of live attenuated varicella vaccine administered at 12 months of age or older, or chickenpox immunization proved by laboratory testing, or a written statement of history of chickenpox disease from a parent / guardian or physician.

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 any medical care without parental permission.

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.

COMMUNICABLE DISEASES

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

1. Measles
2. Whooping cough
3. Strep infection
4. Chicken pox
5. German measles
6. Scabies, impetigo, and pink eye

HEAD LICE

The PA DOH in accordance with the American Academy of Pediatrics (AAP) does NOT recommend schools have a no-nit policy or perform school wide head lice checks.

Department of Health regulations requires that students be excluded if suspected of having live lice. These regulations do not specify that the student is to be excluded immediately.

It is recommended that students with live lice be sent home at the end of the day and contact the parents and provide instruction to treat the student, any affected family members and the home environment. They are to be readmitted to school immediately following the first treatment.

The ultimate goal of the Oil City Area School District is to have all students attending our schools lice and nit free. Please report cases to your child's school so that the problem can be contained before it becomes widespread. We appreciate your cooperation in helping to minimize disruptions to the students' education.

PARENTAL RESPONSIBILITIES

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

PIAA (CIPPE) COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EVALUATION

INITIAL EVALUATION: Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests, at any PIAA member school in the student's first sport in a school year, the student is required to (1) complete a CIPPE; and (2) have the appropriate person(s) complete the first four Sections of the CIPPE Form. Upon completion of Sections 1, 2, and 3 by the parent/guardian, and Section 4 by an Authorized Medical Examiner, those Sections must be turned in to the Principal, or the Principal's designee, of the student's school for retention. The CIPPE shall be performed

no earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.

SUBSEQUENT SPORT(S) IN THE SAME SCHOOL YEAR: Following completion of a CIPPE, the same student seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must complete Section 5 of this form and must turn in that Section to the Principal, or Principal's designee, of his or her school. The Co-Principal, or the Co-Principal's designee, of the student's school will then determine whether Section 6 needs to be completed.

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 with them. Both the medication and the forms are to be taken to the office upon arrival at school. If possible, it is encouraged that antibiotics be given before or after school.

PROCEDURE FOR ADMINISTERING MEDICINE AT SCHOOL

A "Request for Administration of Medication" form shall be completed and signed by the student's physician and parent before medication can be administered. Forms will be available at school or from most physician's 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 or following any hospitalization.

Medications brought to 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 are required to carry emergency medication (i.e., inhalers, glucose, epi-pens) should contact the school nurse.

If a child requires medication for a school trip, contact the school nurse.

Food Pantry and Pay It Forward Store (M.S. ONLY)

OCMS has partnered with Second Harvest Food Bank and Bridge Builders to create a food pantry that our students access for free before weekends, long breaks, or even in emergency situations. This food pantry does not interfere with any additional help that students' families receive, nor does it take away from their families' ability to visit any other local agencies' food pantry. The food pantry is located across from Mrs. Harriett's room, number 329.

OCMS also has a clothing closet called Pay It Forward located in room 301. Students can take clothing they need such as hygiene and winter items, dresses for special occasions, and everyday clothing for free. In return for taking an item, they "pay it forward" in kindness toward another person, such as inviting a lonely student to the lunch table or assisting another during class.

STUDENT DRIVERS (H.S. ONLY)

The School Board recognizes that students may have a need to drive cars to school, for work or school related activities. However, we urge students to use buses for a variety of reasons, including convenience, socialization and the shortage of parking spaces available.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register his/her vehicle each school year. Registration blanks and parking permits (at a cost of \$10) may be obtained in the Attendance Secretary's office.

2. Each student must display a parking permit for the current year, in the designated place on his or her car, in plain view. Cars not displaying a valid permit will be towed off school property at the expense of the owner.
3. Students may not enter the parking lot during the school day unless permission has been obtained from the office.
4. Each student must park in the student designated areas, not along Lynch Blvd., or Oak Road. Violators will be towed away at their own expense.
5. Driving from the school grounds during school hours without permission is prohibited.
6. Student must leave their car immediately upon arrival to school.
7. Sitting in a car during the school day is prohibited.
8. Speeding (in excess of 10 mph) or careless driving on the school grounds is not permitted.
9. Permission to drive to and from Vo-Tech must be secured from the Vo-Tech director.
10. If a student drives to school while his/her driving privileges have been suspended or revoked, the car will be towed off school property at the expense of the owner.
11. With reasonable cause, the high school administrators may search a student's car.
12. Students that have 20 or more unexcused/unverified absences and/or tardies are not permitted to drive to school.

The student's driving privileges may be revoked for violations of the above rules and/or other appropriate disciplinary actions may be taken, as outlined in the disciplinary code.

DRIVER'S EDUCATION (H.S. ONLY)

The Driver's Education Program consists of two classes:

Classroom Driver's Education: The state requires 30 hours of classroom attendance to receive credit. This class is only offered during the summer. Sign ups will be held mid-September to mid-October in the Guidance Office. Information will be emailed to all students and reminders will be on the daily announcements and the LED board in the cafeteria. This class is open to all students in grades 9-12.

Behind-the-Wheel Driver's Education: To qualify for the Behind-the-Wheel phase of Driver's Education you must have taken the classroom portion. This portion consists of 6 hours of instruction. There is a fee for this portion of the program. After your child receives their permit, it is their responsibility to contact one of the Driver's Education instructors to schedule their behind-the-wheel instruction.

* Our instructors are now certified to give your child the driving test to get their license, if you so desire.

TRANSPORTATION

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

All school buses will be equipped with video and audio recording equipment.

Requests for temporary bus passes must be in writing and contain the following information:

1. Student's first and last name.

2. Reason for request and date request is to take place.
3. Parent/Guardian's signature and date.

Temporary bus passes are only permitted when childcare is a factor. Requests for temporary bus passes for students to ride home with their friends will not be granted.

Requests for an alternate bus or stop for purposes of baby-sitter, day care, relative, etc., must be for a five day week. A letter should be submitted to the Transportation Department for this alternate request. Parent/guardian must notify student's co-principal and/or transportation department 24 hour prior to any change in request. Requests may be voided if requirements are not adhered to.

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. Students may not ride transportation other than their own. Refer to the discipline procedures outlined below.

MS/HS students are not permitted to ride on the fifth grade bus.

5th grade students will continue to follow the expectations of elementary students and are not permitted to bring electronic devices on student transportation. Cell phones are not permitted to be visible during school hours, This includes the time that the students are on the bus.

Students assigned to bus transportation will be assigned for 5 days a week. Students are not permitted to ride home with friends or go anyplace else after school except for the stop they are assigned to. A student getting off the bus at any stop other than his own is in violation of school policy.

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. Students must wear a mask while riding the bus.
3. Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects, weapons and vandalism will result in disciplinary action by your school co-principal.
4. Keep the bus clean.
5. All students shall remain in their assigned seats at all times while on the bus.
6. Keep head, hands and feet inside the bus. Windows are to be opened only when the driver permits.
7. Students are not to be destructive—any deliberate damage caused by a student will be paid for “By the Offender.”
8. Students shall be courteous to their fellow students.
9. Bus drivers are authorized to assign seats. Students are required to sit in their assigned seats.
10. Students in possession of any type of explosive devices or weapons will be suspended from riding the bus immediately.
11. Students will be subject to all disciplinary rules and regulations.
12. Cameras and Video Recorders with Audio will be in use on each school vehicle.
13. 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. Only exit 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 co-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 co-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

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

Obey the rules and regulations and help us keep transportation safe!

Oil City Area School District and Cranberry Bus Company

For information on Megan's Law Website, please go to the following link www.pameganslaw.state.pa.us

POLICY FOR USE OF TECHNOLOGY RESOURCES

1. Philosophy/Purpose

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

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

2. 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 and space available on district workstations 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 insure that students and staff are using the system only for appropriate uses.

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

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

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

3. Guidelines -- Filtering

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

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

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

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

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

Responsibilities of Users of Technology

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

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

1. All users are prohibited from using the Internet, e-mail or any technology resource:
 - a. For commercial, private, advertising 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 individual's laptops.

Personal Technology on School District Property

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

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

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

Personal technology devices must have antivirus and antispyware programs installed and maintained. This will not be done by the district, but is the responsibility of the 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 co-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 Service Fee

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

- 1. In all cases of destruction or damage to a laptop computer, the building administrator shall investigate and determine whether the destruction or damage resulted from intentional or malicious conduct. The building administrator's decision in this regard shall be final.
- 2. If the damage or destruction resulted from intentional or malicious conduct, the students (and his or her parent or guardian) causing the destruction or damage shall be responsible for the entire amount, regardless of whether the student participated in the Laptop Computer Service Fee program.

3. If the destruction or damage to a laptop computer 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 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. In lieu of the service fee, parents and guardians are advised to determine whether their homeowners or renters' coverage provides coverage for destruction or damage to a school laptop computer.

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. Staff or employees violating this policy may be disciplined in accordance with the Public School code and other applicable laws.

Parent/Student Laptop Handbook

Terms of the Laptop Loan

You will comply at all times with the Oil City Area School District's Parent/Student Laptop 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.

Students 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.

Senior Computer Return Policy

Each year, seniors are eligible to keep their laptop upon graduation if they meet certain criteria. Any student who does not meet all the criteria listed below will not be permitted to keep their laptop upon graduation. Below are the criteria that a senior must meet in order to be eligible to keep their laptop upon graduation:

1. Proficient or Advanced on Keystone Tests
2. Successful, on time completion of all graduation requirements
3. No more than 20 Unexcused/Unverified Absences and/or Tardies during the senior year

WEBSITE

The district maintains its website at www.ocasd.org. The website includes contact information for staff, valuable information on sports, teacher webpages, and links to other related sites. From time to time, student and staff pictures may be taken in classrooms during school activities. When photos are used on the site, no names or other identifying personal information shall be included.

USE OF THE INTERNET

Students that misuse the computer under any circumstance will lose their computer privileges. Additional consequences may be imposed. Students who access the internet from a non-district issued device are also subject to the Policy for the Use of Technological Resources.

Computers: Be aware that computers are being monitored and students can be identified by their ID # or Sign-on/Password.

BEHAVIORAL EXPECTATIONS

The Oil City Area School District, in its efforts to make safe schools even safer, recognizes the connection between student conduct and the preparation for becoming a contributing member of this changing society. Our goal is to provide a safe, nurturing, and structured environment in which students can develop behaviors, attitudes and beliefs, within a framework of reasonable rules and regulations. When most people accept and comply with regulations, democracy works and all of us enjoy the benefits of a free society.

BEHAVIOR DURING SCHOOL & TO AND FROM SCHOOL

Students should be advised that their conduct on the way to and from school is under school supervision and is subject to the school discipline code. Public displays of affection will not be permitted.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment and furniture supplied by the school.

* Students who deface property will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.

STUDENT CONDUCT AT SCHOOL EVENTS

Students will exercise the best discipline possible at all school events. All school rules must be followed during the activity. If violations should occur, the discipline code will be enforced.

A student could be suspended from attending or participating in all Oil City Area School District events if his/her conduct is not of the best quality.

Courtesy must be shown toward all opponents and officials at all sporting events. Booing opponents and/or officials is one example of unacceptable behavior.

NOTE: Students whose activities have been suspended due to disciplinary reasons are not permitted to attend or participate in any school function or activity, during or after school, for the period of time stated in the disciplinary code.

DISCIPLINE CODE

The Discipline Code is designed to ensure the best possible learning environment for students. School and parental support and cooperation are needed for our school to function smoothly. Parents should refer calls concerning discipline to your child's school office(s).

Any time a student is sent to the office, a pink copy of the discipline record will be mailed home to the parent.

This discipline code is to be considered a guideline and should not be construed as absolute. The consequences listed here are standard penalties; however, extenuating circumstances could cause them to be more or less stringent. They are enforced to ensure the proper educational atmosphere and safety for all students and staff.

This permits the fulfillment of the school's purpose: teaching and learning.

Repeated acts of minor misbehavior and/or one-time acts of serious disciplinary offenses could cause students to be excluded from extra- curricular activities such as sports, assemblies, and/or dances.

Disciplinary procedures which are used for non-handicapped students will be used for handicapped students unless it is determined that the disciplinary infractions are related to their handicapping condition(s) or that an IEP or other programmatic changes are required as per Section 14.35 of the Special Education Regulations.

Detention/School Service is a disciplinary consequence strategy which may be used at the teacher's or administrator's

discretion for any variety of offenses, lasting from 2:40 P.M. to 3:30 P.M. Other forms of disciplinary action may or may not have been attempted prior to the assignment of detention. It is the student's responsibility to inform parents of detention. Parents are responsible for providing transportation home after detention.

Time-out Room: Students may be assigned to the time out room for varying lengths of time by an administrator. The time spent in this room, under the supervision of a professional staff member, is primarily for the purpose of redirecting unacceptable behavior so that the student can return to the classroom in a timely manner. **Students are required to hand in electronic devices to the teacher as they enter the time-out room.**

A daily review of the Time-out Room roster will reveal those students who use it as a way to avoid class attendance. These students will be assigned a consequence plus mandated class attendance.

During an Outside School Suspension, the student will not be permitted to attend any OCASD functions. Students will be permitted to make up school work and tests. Should multiple Outside School Suspensions or other infractions occur, the student's name will be forwarded to the Superintendent to be considered for expulsion.

Corporal Punishment: The state of PA no longer permits corporal punishment. However, teachers and school authorities under any of the following circumstances may still use reasonable force:

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

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, includes 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 co-principal or guidance.

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

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

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

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

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

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

TOBACCO POLICY

Act 145, Title 18, amends the Crimes Code to state: A student convicted of possessing or using tobacco in a school building, on a school bus or school property owned by, leased by or under the control of a school district shall be fined up to \$100.00 plus court costs, or admitted to alternative adjudication. Additional consequences will be assigned as per the discipline code.

TRESPASSING

NOBODY is to be on school property after dusk unless a school event is taking place. (As per sign on said property). No one should be in the school building unsupervised.

SKATEBOARD, BICYCLE, SCOOTERS, ROLLERBLADES AND INLINE SKATE POLICY

It is prohibited to use any skateboard, roller blades, bicycles or in-line skates or to have them in possession on any area owned by the district. Violators may have their equipment confiscated for a period of not more than 15 days and will be subject to additional disciplinary measures. On the third warning the item will be confiscated and turned into police. Skateboards, scooters, roller blades and inline skates are not to be transported on the bus.

OLWEUS Bullying Prevention Program (M.S. ONLY)

OLWEUS is a research-based program that is designed to prevent and/or reduce bullying during school by strengthening positive relationships and appropriate peer interactions. Students will be involved in classroom meetings focusing on bullying and positive ways to approach situations. Anti-bullying rules and appropriate consequences will be established throughout the building. The program works collaboratively with the students, school, parents, and community to issue the message that bullying will NOT be tolerated. More information about the program is available at www.olweus.org.

POLICE REFERRALS

Every attempt will be made to provide students with discipline appropriate to their age group, and to guard their reputation and legal status. However, when pupils cease to act in the mode of a student and commit illegal acts, disciplinary actions appropriate to the offense will be taken. A police referral will be made when students have broken state or local laws.

LEVELED DISCIPLINE

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.

*Any offense deemed by the law as a misdemeanor or higher will automatically rise to a level three offense.

Level 1 (Classroom Management Items):

1st Offense- Teacher/student conference- warning and/or teacher held detention (half slip)

2nd Offense- Full discipline form/contact parent/2 lunch detentions

3rd Offense- Full discipline form/contact parent/after school detention

4th Offense- Full discipline form/contact parent/SAP referral

Chronic offenses of Level 1 violations may result in assignment to the Alternative Education Program (AEP)

Examples of Level 1 Infractions

- | | | |
|--------------------------------------|----------------------------|-------|
| ◆Cell Phone | ◆Late to Class | |
| ◆Not Prepared for Class
Detention | ◆School Disruption | ◆Skip |
| ◆Harassment and Intimidation | ◆Dress Code | |
| ◆Cut Class | ◆Cheating/Forgery | |
| ◆Student Threats
Incidents | ◆Unacceptable Computer Use | |
| | ◆Damage to School Property | ◆Bus |
| | ◆Teasing/Bullying | |

Level 2 (Start of Community Service):

1st Offense- Full discipline form/Parent-student conference/ 1 day ISS or OSS

2nd Offense- Full discipline form/Parent-student conference/2 days ISS or OSS

3rd Offense- Full discipline form/Parent-student conference/3 days OSS/No school activities for 10 days/possible assignment to Alternative Education Program

4th Offense- Full discipline form/Parent-student conference/Considered Level 3/No school activities

5th Offense of Level 1 Violation

Examples of Level 2 Infractions

- | | |
|----------------------|--------------------------|
| ◆Profanity/Vulgarity | ◆Skip Saturday Detention |
| ◆Disrespect to Staff | ◆Skip School |
| ◆Refuse Timeout | ◆Theft |
| ◆Disorderly Conduct | ◆Possession of a lighter |

Level 3 (Alt. School Placement):

1st Offense- Full discipline form/referral to SAP/No activities for 90 days/3-10 days OSS/Police referral/Informal Hearing by phone or in person (If suspension exceeds three (3) days you are entitled to an informal hearing to discuss the matter)/Possible assignment to Alternative Education Program or Pathways

4th Offense of Level 2 Violation

Examples of Level 3 Infractions

- ◆Fighting
- ◆Tobacco (including e-cigarettes), Drug, and/or Alcohol Violations
- ◆Reckless Endangerment
- ◆Threatening a School Official
- ◆Possession of and/or Use of Weapons or Look-alikes
- ◆Institutional Vandalism
- ◆Assault on a Fellow Student
- ◆Assault on School Employee
- ◆False Alarm Report
- ◆Terroristic Threats

Level 4 (Expulsion/Alt. School Placement):

Level 4 infractions will result in a parent conference in conjunction with one or more of the following:

Immediate 10-day suspension

Board hearing for expulsion purposes.

Alternative school recommendation.

Police contact and possible charges being filed. The OCPD may be contacted by the administration any time there is an infraction that may result in a citation or a need for additional input on a possible violation of state or local statutes.

No activities for the remainder of the year.

Examples of Level 4 Infractions

- ◆Alcohol violation -- under the influence, in possession, or distribution/sale of alcohol or alcohol look alike products. This includes any area, in any vehicle, and during any activity that is under the control and supervision of school personnel.
- ◆Drug violation -- under the influence, in possession, or distribution/sale of drugs (and look alikes) or related paraphernalia. This includes any area, in any vehicle, and during any activity that is under the control and supervision of school personnel.
- ◆Possession of and/or Use of Weapons or Look-alikes
- ◆Assault on a Fellow Student
- ◆Assault on School Employee
- ◆Extortion -- a criminal offense which occurs when a person unlawfully obtains money, property or services from a person(s), entity, or institution, through coercion.
- ◆Arson, fireworks, and explosives.
- ◆Tampering with/destruction of fire-fighting systems, alarms, safety equipment, phone systems, or computer systems.
- ◆Terroristic Threats
- ◆Reckless endangerment. This includes any action that may injure another person., whether intentional or not.
- ◆Persistent and willful misconduct: habitual violations in level 1, 2, and 3 will be considered persistent and willful misconduct and may lead to expulsion.

THE OILER WAY PROGRAM DESCRIPTION

What is it? Faculty and Staff will recognize students for displaying expected behavior before/during/after school. Faculty and staff are looking for students who are being Safe, Respectful, and Responsible.

When will it happen? When expected behaviors are displayed, faculty and staff will give the student a “The Oiler Way” ticket and verbally tell them specifically why they are receiving a ticket. The staff member will write the student’s name on the ticket. The student is then responsible for entering the ticket into “The Oiler Way” Oil Tanks. Staff will have their name already on their own tickets.

Where will it happen? The Oil Tank will be kept in the cafeteria and students are encouraged to turn in their tickets during lunch or breakfast.

Who is implementing the program? Everyone.. Faculty and staff will recognize expected and appropriate behaviors in the classroom, hallways, restroom, cafeteria, bus, and anywhere else associated with the school.

Specific Recognition Information: Each Monday a staff member or student will select a number of tickets from the Oil Tanks (each grade will have their own container) during lunch. The chosen students will be recognized in front of their peers in the cafeteria. They will then get to choose their reward. When a student's name is drawn, the staff member who awarded them their ticket will also get recognized and choose a reward.

In addition to the weekly drawings, each time a student has earned TEN tickets they will automatically be chosen to select a reward.

A school-wide reward may be achieved once each semester (two times per school year). When the entire school has earned enough tickets to reach their goal, all students will have the opportunity to enjoy the reward. The rewards may vary year to year based on budget and student interest surveys. A grand prize will go to ONE student each year on the last full day of school. The student must be at school on this day to accept their prize.

Incentive Program

System

- Students receive a ticket (with a verbal explanation) for positive behavior shown.
- Tickets will be logged into a spreadsheet for an accurate record of tickets given.
 - Office Gophers and office staff will log tickets into the spreadsheet in order to keep track of tickets earned.

Rewards

- Individual Rewards:
 - For every 10 tickets logged into the spreadsheet, students receive a prize.
 - As students receive tickets, they are to place them in the bin for a weekly drawing.
 - The teacher assigned to that ticket will also win a prize
 - Rewards:
- School-Wide Rewards:
 - Once tickets have been logged, the numbers will be recorded in a community location where students are able to see progress. Once these numbers reach a certain point, the whole school will win a reward.
 - Rewards:
 - Provide students with a survey of proposed rewards via Google Forms
 - The top 4 will be used and be given (1 at a time) whenever they reach the school goal.

***The Oiler Way* focuses on the positives. However, the Oil City Area Middle School also wants to clearly define inappropriate/unacceptable behaviors and the actions that could be taken if they occur.**

Minor Versus Major Offenses

Minor offenses stay in the classroom. Major offenses (if needed) are to be removed from the classroom and sent to the office.

Minor	Major
Disruption	Verbal/Physical Aggression
Talking Back/Arguing	Fighting
Not Following Staff Directives	Racial/Sexual Behaviors/Comments
Irresponsible Use of Facilities	Bullying/Harassment
Teasing	Stealing
Cheating/Plagiarism	Weapons
Dress Code	Drug Violations
Hands, Feet, and Objects	Directed Profanity
Inappropriate Language	Vandalism/Defacing Property
Not Prepared for Class	Cut Class/Lunch/School Event
Electronics Violation	Multiple Minors

Action Taken	Definition
Lunch Detention	Consequence of referral results in spending their lunch time away from peers.
Timeout	Consequence of referral results in a period of time spent away from scheduled activities during the school day.
Warning/Reteaching	Consequence of referral results in teacher or administrator notifies student of the behavior and reflects/conferences on the expected behavior.
Parent Contact	Consequence of referral results in parent communication with staff via email, phone, or in-person about the incident.
After School Detention (Service)	Consequence for students who have had 3 major office discipline referrals. Students will be participating in school service clean up activities. After school detentions will end at 4:00pm

Saturday Detention	Consequence for students who have had 6 major office discipline referrals. Students will attend the middle at 8:00am on Saturday until 11:00am. Students may participate in school service and/or be retaught expected behaviors.
Cell Phone Restriction	Consequence of referral results in cell phone/electronics being housed in the office for a period of time.

Minor Behaviors - Definitions

Minor Behavior	Definition
Disruption	Student engages in multiple stoppages of schedule.
Talking Back/Arguing	Student engages in a brief period of failing to follow directions or engages in argument.
Not Following Staff Directives	Student engages in non-compliance to adult directives without loss of learning of others.
Irresponsible Use of Facilities	Student engages in behaviors that could damage or deface school property and/or cause disruption.
Teasing	Student engages in negative encouragement, either verbal or text.
Cheating/Plagiarism	Student engages in intentional copying of previously created work from a peer or professional.
Dress Code	Student fails to follow school dress code within handbook.
Hands, Feet, and Objects (HFO)	Student engages in physical contact.
Inappropriate Language	Student engages in non-directed profanity.
Not Prepared for Class	Student reports to the classroom without the necessary materials to actively participate.
Electronics Violation	Student engages in non-serious, but inappropriate use of Chromebook, computer, cell phone, mp3 player, camera, and/or other electronics.

Major Behavior - Definitions

Major Behavior	Definition
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Verbal/Physical Aggression	Student engages in verbal or physical behaviors that are meant to intimidate or harm another peer or staff member.
Fighting	Student engages in physical behaviors with the intent to physically harm a peer or staff member.
Racial/Sexual Behaviors/Comments	Student engages in verbal discriminatory language that demeans another student or staff member.
Bullying/Harassment	Student engages in the delivery of direct or technology-based messages that involve intimidation, taunting, and/or threats.
Stealing	Student takes another's property without permission.
Weapons	Student engages in behaviors that violate the school's handbook no tolerance of weapons.
Drug Violations	Student engages in behaviors that violate the school's handbook no tolerance of drugs.
Directed Profanity	Student engages in directed-profanity towards a peer or staff member.
Vandalism/Defacing Property	Student purposefully engages in activities that will harm school property.
Cut Class/Lunch/School Event	Student fails to attend a required activity.
Multiple Minors	Student has received 3 minor behavior referrals within one grading period.

The middle school will focus on *The Oiler Way* throughout the year. It will be important for all students, staff and parents/guardians to understand the incentive program and newly defined behavior expectations. Students will be constantly reminded of doing three simple things: Be Safe, Be Respectful, Be Responsible.

HAZING POLICY

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

Guidelines

In addition to posting this policy on the district’s website, the district shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means of

- { } distribution of written policy
- {X} publication in handbooks
- {X} presentation at an assembly
- {X} verbal instructions by the coach or sponsor at the start of the season or program
- { } posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

Consequences for Violations

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct, including a police referral if necessary. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Any person who causes or participates in hazing may also be subject to criminal prosecution.

WEAPONS POLICY

If you have difficulty reading this school weapons policy or do not understand its content, please contact the school office (814) 676-5702 for middle school or (814) 676-2771 for high school.

A. 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.

B. 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 a "look-alike" weapon in any of the school environments listed above.

C. 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 any adult immediately for the safety of all concerned.

D. 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.

1. Category I Weapons - The district takes a position of "No Tolerance" on the following objects:

- a. All firearms, whether loaded or unloaded, etc.
- b. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.
- c. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- d. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- e. Blackjacks, clubs, nun chucks, throwing stars, etc.
- f. Explosives
- g. Poisons, chemicals, substances capable of causing bodily harm
- h. Bow and arrows, slingshots, etc.
- i. Any other device or instrument used to intimidate, threaten or inflict harm

2. Category I Violation by Students

- a. Confiscation of the weapon (if it can be done safely), or call 911 and request assistance.
- b. Notification of the superintendent or designees.
- c. Holding an administrative hearing with student(s) which will:
 - i. Inform the student of the policy provision that has been violated
 - ii. Confront the student with the evidence
 - iii. Provide an opportunity for the student to respond to the allegations
- d. Notification of parent/guardian.
- e. Immediate suspension from school for 10 days.
- f. Involvement of police with recommendation to charge.
- g. Recommendation to the superintendent regarding expulsion.

3. Category I Violation by Other Youths and Adults, Including Employees

- a. Immediate police involvement with recommendation to charge.
- b. Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.

4. Category II Weapons - Possession of Objects That May or May Not Be Considered Weapons - While this policy represents a "No Tolerance" position on weapons and/or look-alike weapons, there are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use discretion when interpreting use and intent with such objects. Such

potentially dangerous objects may include, but are not limited to:

- a. Small pocket knives
- b. Fireworks, firecrackers, and smoke bombs
- c. Throwing darts
- d. Nuisance items and toys
- e. Unauthorized tools
- f. Mace

5. Category II Violation by Students -The procedure for offenses is:

- a. Confiscation of object or weapon (if it can be done safely).
- b. Notification of parent/guardian.
- c. Holding of an administrative hearing with student(s) which will:
 - i. Inform the student of the policy provision that has been violated
 - ii. Confront the student with the evidence
 - iii. Provide an opportunity for the student to respond to the allegations
- d. Immediate suspension from school for 10 days.
- e. Involvement of police with recommendation to charge.
- f. Recommendation to the superintendent regarding expulsion.

6. Category II Violation by Other Youths and Adults, Including Employees:

- a. Administrative decision on police involvement with recommendation to charge.
- b. Employees may also be subject to district investigation and application of relevant district policies and disciplinary procedures.

7. Administrative Discretion Regarding Possession K-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

8. Authorized Instructional and Work-Related Equipment & Tools

While this policy represents a "No Tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

9. Exceptions - This policy, pursuant to Pennsylvania Statutes, provides for the following exceptions:

- a. Licensed peace officers, military personnel, or students participating in military training who are performing official duties.
- b. School district-approved firearm safety courses or activities conducted on school property.
- c. School district-approved possession and use of dangerous weapons by a ceremonial

color guard.

- d. School district-approved gun or knife show held on school property.
- e. School district-approved possession and use of starter guns for athletic contests.
- f. Possession of dangerous weapons with prior written permission of the co-principal.

10. Students With Disabilities - If the alleged violator is “a student with a disability” pursuant to Pennsylvania and federal laws, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the student’s disability. If the team determines that the misconduct is unrelated to the student’s disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapon policy will not be expelled if the assessment team determines that the misconduct is related to the student’s disability. If the misconduct is related to the student’s disability, and if following suspension and readmission to school the student continues to violate this policy; and if the parent or guardian will not agree to a more restrictive placement, school officials may seek court assistance to expel the student.