

Planning Meeting

Monday, June 15, 2026 5:30 PM

District Office Conference Room (MS/HS), 1351 Jefferson Road, Jefferson, PA 15344

1. **Public Comment**

2. **Executive Session**

3. **Budget (Morrison, Pratt, Pochron)**

3.1. Rices Landing Borough Tax Exempt Request

4. **Buildings, Grounds & Safety (Mitchell, Pochron, Brink)**

4.1. Maintenance Update- Mr. Doug Headley

4.2. Panhandle Fire & Restoration: Property Guardian Program

4.3. Blacktop Sealing of MS/HS Loop & Lots

5. **Athletics and Activities (Shaffer, Mitchell, Brink)**

5.1. Extracurricular Personnel: Assistant Football Coach Resignation

5.2. Extracurricular Personnel: Football Assistant Coach

6. **Education (Shaffer, Morrison, Pratt)**

6.1. Elementary Update- Samuel Silbaugh, Elementary Principal

6.2. Middle/High School Update- Wesley Loring, MS/HS Principal

6.3. Special Education Update- Sara Bates, Director of Special Services/Assistant Principal

6.4. 2026-2027 Adelphoi Educational Services

6.5. Student/Parent Handbook Proposed Changes

6.6. Professional Development: PaTTAN Training

6.7. Cornerstone Care School Physician and School Dentist Agreement

7. **Personnel (Pochron, Shaffer, Pratt)**

8. **Technology (Mitchell, Jamison, Brink)**

9. **Cafeteria (Ellsworth, Brink, Jamison)**

10. **Negotiations (Pratt, Morrison, Shaffer)**

11. **Transportation (Mitchell, Jamison, Brink)**

12. **Policy (Pratt, Ellsworth, Jamison)**

12.1. June 2026 PSBA Recommended Policy
Updates: First Reading

13. **Other**

Coaching Staffs

Updated June 15th, 2026

	Not Board-approved yet
	Vacancy

Fall Sports 2027

Varsity Football

Name	Position	Paid/Volunteer
Shane Ziats	Head Coach	Paid
Ron Gallagher	Ast. Coach (O/Defensive Cord.)	Paid
Jake Rush	Ast. Coach (WR/DB)	Paid
Caleb Gallagher	Ast. Coach	Paid
	Ast. Coach	Paid
Zachary Gamble	Ast. Coach	Paid
Troy Branhart	Volunteer (Special Teams)	Volunteer
Tom Palko	Volunteer (WR/LB)	Volunteer
Jake Nace	Volunteer (Defense Gameday)	Volunteer

Middle School Football

Name	Position	Paid/Volunteer
William Rogers	Ast. Coach	Paid
Alan Yanak	Ast. Coach	Paid

Jason Taylor	Volunteer (OL/DL)	Volunteer
--------------	-------------------	-----------

Golf

Name	Position	Paid/Volunteer
Mike Vukmanic	Head Coach	Paid
Michael Lesko	Volunteer Assistant (Supervision)	Volunteer
James Sowden	Volunteer Assistant (Supervision)	Volunteer

Varsity Volleyball

Name	Position	Paid/Volunteer
Laasha Justice	Head Coach	Paid
Madison Call	Ast. Coach	Paid
Preston Wood	Volunteer Coach	Volunteer
Isabelle Bazolli	Volunteer Coach	Volunteer

Middle School Softball

Name	Position	Paid/Volunteer
Chris Grainey	Assistant Coach	Paid
Dennis Sammel	Assistant Coach	Paid

Cheerleading

Name	Position	Paid/Volunteer
Andrea Devecka	Head Coach	Paid
Melissa Faddis	Ast. Coach	Paid

Weight Coach

Name	Position	Paid/Volunteer
Shane Ziats	Head Coach	Paid

Winter Sports 2026-2027

Varsity Boys Basketball

Name	Position	Paid/Volunteer
Brandon Lawless	Head Coach	Paid
Bruce Ellsworth	Assistant Coach	Paid
Ethan McDaniel	Volunteer (JV)	Volunteer
Tim Jones	Volunteer (Varsity-Guards)	Volunteer

Varsity Girls Basketball

Name	Position	Paid/Volunteer
Rebecca Capozza	Head Coach	Paid
Rachel Rodriguez	Ast. Coach	Paid

Kayla Yorko	Volunteer (Guards)	Volunteer
-------------	--------------------	-----------

Wrestling

Name	Position	Paid/Volunteer
Troy Barnhart	Head Coach	Paid
James Hanning	Ast. Coach	Paid
Alan Yanak	Ast. Coach	Paid
Tom Palko	Ast. Coach	Paid
Ron Headlee	Volunteer (technique)	Volunteer

Middle School Boys Basketball

Name	Position	Paid/Volunteer
Jimmy Basilone	Ast. Coach	Paid
Heath Muscavitch	Ast. Coach	Paid
David Shrader	Volunteer	Volunteer

Cheerleading

Name	Position	Paid/Volunteer
Andrea Devecka	Head Coach	Paid
Melissa Faddis	Ast. Coach	Paid

Unified Bocce (sponsorship)

Name	Position	Paid/Volunteer
Mike Lesko	Head Coach	Paid
Michael Thistlewaite	Volunteer	Volunteer

Weight Coach

Name	Position	Paid/Volunteer
Shane Ziats	Head Coach	Paid

Spring Sports 2026 (Pending Exit Interviews)

Varsity Baseball

Name	Position	Paid/Volunteer
	Head Coach	Paid
	Ast. Coach	Paid
	Volunteer Coach	Volunteer
	Volunteer Coach (Manager)	Volunteer
	Volunteer Coach (Pitching, O/D)	Volunteer

Varsity Softball

Name	Position	Paid/Volunteer
------	----------	----------------

Rich Rush	Head Coach	Paid
Jake Rush	Ast. Coach	Paid
Miranda (Rush) McMasters	Volunteer Coach (Gameday)	Volunteer
Daniel Rush	Volunteer Coach (Pitching)	Volunteer

Middle School Volleyball

Name	Position	Paid/Volunteer
Sean Lohrer	Ast. Coach	Paid
Rene Pascoe	Ast Coach	Paid

Middle School Girls Basketball

Name	Position	Paid/Volunteer
Rebecca Capozza	Ast. Coach	Paid
Rachel Rodriguez	Ast. Coach	Paid

Middle School Baseball (Club Sport)

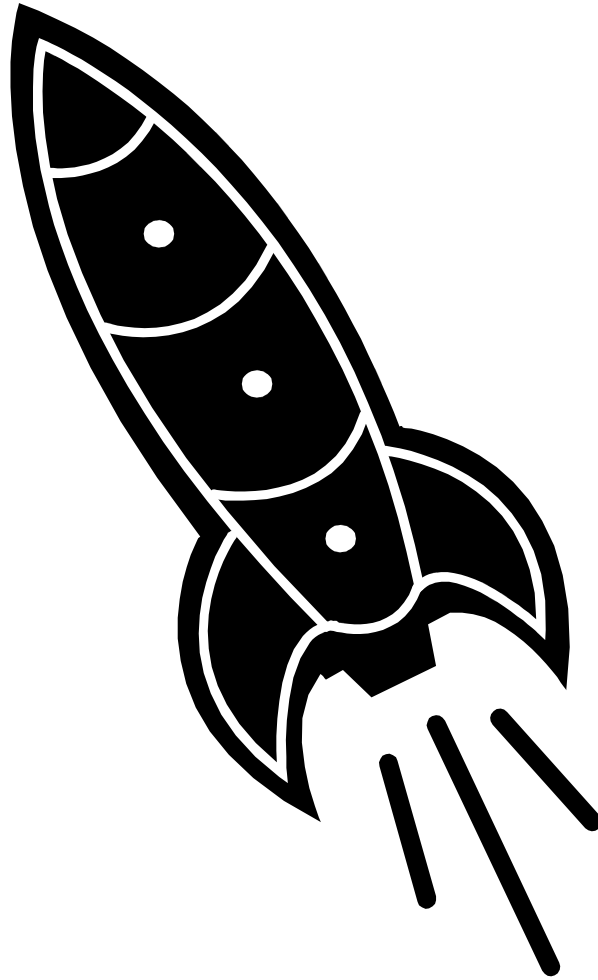
Name	Position	Paid/Volunteer
Jimmy Basilone	Ast. Coach	Volunteer
Heath Muskavich	Ast. Coach	Volunteer

Weight Coach

Name	Position	Paid/Volunteer
------	----------	----------------

Shane Ziats	Head Coach	Paid

Jefferson-Morgan Elementary School



Parent / Student Handbook
2026 – 2027

TABLE OF CONTENTS

Welcome	4
Administrative Staff Directory	5
Faculty/Staff	6
Mission Statement	7
Vision Statement	7
Description of the Districts Shared Values	7
Bell Schedule	8
Guidelines for Expected School Behavior	9
Student Responsibilities	9
<u>STUDENT INFORMATION</u>	
Activities/Clubs	10
Announcements	11
Assemblies	11
Asthma Inhalers	11
Attendance	13
Bible Release	15
Books and Equipment	16
Bullying/Cyber Bullying	16
Cafeteria	17
Change in Normal Routine	17
Controlled Substances	18
Discipline Procedures	24
Dress Code	29
Early Dismissal/Sign Out	30
Educational Trip Procedure	30
Emergency Cards	33
Emergency School Closing	33
Grading Scale	33
Handicapped Students Protection	34
Homebound Instruction	34
Internet/Computer Procedure	35
Library	38
Lockers	38
Lost/Found	39
Make-Up Work	39
Nurse	39
Parent Pick-up Procedures	39
Parent Teacher Organization	40
Report Cards	40
Screening, Evaluation, and Placement Procedures	40
Student Assistance Program	42
Title I	45
Traffic Procedure	54

Valuables	55
Visitation	55
Youth Experiencing Homelessness	56

FORMS

Authorization for Medication During School	57
Discipline Plan Parent Form	58

POLICIES

All policies can be found by visiting the school district's [BoardDocs Website](#) or you may request a policy from any district administrator.

WELCOME TO STUDENTS

The Jefferson-Morgan Elementary School administrators and faculty extend a warm welcome to the students as they become part of the Jefferson-Morgan Elementary School community. We are sure that students in this learning community will be provided with ample opportunities to learn and grow in a safe, caring environment.

The information in this book has been compiled to help students adjust to this school and become an integral part of it. Also, this guide was prepared to assist students in understanding the school and its policies. The book includes information regarding the scope of the school programs and activities offered. In addition, it has been designed to provide information necessary to get students off to a good start at JM.

All students are expected to uphold the core values and to follow the rules that are established for the welfare of the entire student body. In addition, we urge students to participate in any extracurricular activities, which best suit individual interests and activities. In so doing, students will increase their opportunities for learning and fulfill a well-rounded education.

The professional staff will provide a challenging and stimulating learning atmosphere. Remember, however, that individual success in this school will be directly proportionate to individual efforts.

We look forward to students joining us. Please refer to this handbook when questions or problems arise. If you cannot find the answer here, please call us at the school. We look forward to the year ahead and the opportunity for all students to succeed.

Sincerely,

Mr. Samuel S. Silbaugh, Elementary Principal

JEFFERSON-MORGAN ELEMENTARY SCHOOL DIRECTORY

BOARD OF EDUCATION

Jason Beal
Robert Mitchell
Beth Pratt
Brittany Morrison
Mark Pochron
John Shaffer
Jeff Brink
Sarah Ellsworth
Heidi Jamison



Board meetings are held on the third Monday of the month in the John E. Murphy Memorial Library at the Elementary School at 6:30 PM. Special meetings will be announced as required by the School Code.

ADMINISTRATION

Superintendent
Business Administrator
Technology Coordinator
High School Principal
Elementary Principal
**Asst. Principal Pre K - 12/
Director of Student Services**
Cafeteria Manager
School Police

Dr.. Brandon Robinson
Mrs. Jennifer Foringer
Mr. Jake Shingle
Mr. Wesley Loring
Mr. Samuel Silbaugh
Ms. Sara Bates
Mrs. Andrea Nestor
Mr. Brian Shuba/Mr. Michael Hertig

ELEMENTARY FACULTY / STAFF

- | | |
|------------------------------|--|
| Mr. Samuel Silbaugh | - Elementary Principal |
| Ms. Sara Bates | - Asst. Principal/Director of Student Services |
| Mrs. Julie Clayton | - Elementary Guidance |
| Mrs. Peggy Muscavitch | - Elementary Secretary |
| Mrs. Renee Ferrari | - Copy Clerk |
| Mr. Michael Hertig | - School Police |



FACULTY

Mrs. Mullen
Mrs. Rogers
 Mrs. Headley
 Ms. Broadwater

Mrs. Monahan
 Mrs. Morris
 Mrs. Gamble
 Mrs. Dugan
 Mrs. Shaffer
 Mrs. Swinchock
 Mrs. Wise
 Mrs. Capozza
 Ms. Johnson
 Mrs. Loring
 Mrs. Gustovich
 Dr. Ricco

Mrs. Faddis
 Ms. Devecka

Mr. Mylan
Mrs. Reed
 Mrs. Piper
 Mrs. Gooden

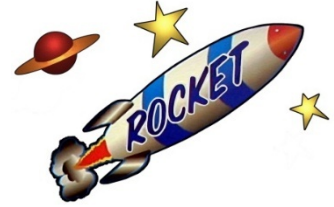
Mrs. Myers
 Mrs. Yanak
 Ms. Costello
 Ms. Keruskin
 Mrs. Svensson
 Mr. Sammel
 Mrs. Szerensci

Mrs. Ignaski
 Mrs. Burkett
 Mrs. Pascoe
 Mrs. Kern

CLASS ASSIGNMENTS

Pre – K
Kindergarten 1
 Kindergarten 2
 Kindergarten 3
 Grade 1-A
 Grade 1-B
 Grade 1-C
 Grade 2-A
 Grade 2-B
 Grade 2-C
 Grade 3-A
 Grade 3-B
 Grade 3-C
 Grade 4-A
 Grade 4-B
 Grade 4-C
 Grade 5-A
 Grade 5-B
 Grade 5-C
 Grade 6-A
 Grade 6-B
 Grade 6-C
Learning Support
 Learning Support
 Learning Support
Life Skills/HS Learning Support
 Life Skills
 Life Skills
 Art
 Library
 Music
 Physical Education
 Speech Clinician
 Speech Clinician
 Title I
 School Psychologist
 Social Work
 School Nurse

MISSION STATEMENT



The mission of the Jefferson-Morgan School District is to do whatever it takes to ensure all students realize their potential and experience personal development and intellectual growth.

VISION STATEMENT

Our district strives to meet the developmental needs of our young adolescents, and it is our belief that the total school staff must function as a team, along with parents, students, and the community, to achieve this goal. The personal attention students receive from our professional staff in this small school district can enhance the intellectual development of students equivalent to the opportunities available in large systems. This caring and supportive philosophy, along with an intense focus on Engineering, STEM, and Computer Science programming and experiences, and enhanced "big school" career exploration in a caring "small school" setting, guides our daily work, in preparing our students for life after their time at JM!

Description of the District's shared values:

We believe:

- Education provides the foundation for success. Success is measured in many ways.
- Student progress is monitored through student attendance, well-being, and acquisition of positive life skills; proficiency in ALL curriculum and digital technologies, graduation rates, and successful transition from early-learning to primary to intermediate to middle school to high school and to career or college.
- The academic focus of the educational program must be emphasized for all students.
- Everyone learns at different rates and in different ways.
- All students are capable of learning, and share in the responsibility for their education.
- Education is a team effort involving home, school and community.
- A caring and supportive environment is crucial to attaining academic excellence.
- The school climate should contribute to the development of pride in the school by students, the professional staff and community.
- Continuous learning for teachers, leaders, and staff is necessary for continuous improvement.

SCHOOL SCHEDULE

2026/2027 SCHOOL TERM

8:15 - 8:40	Bus Arrivals
8:15 – 8:45	Students will report to homeroom Breakfast will begin at 8:15
8:45	Announcements
8:45	First Period
11:00 – 12:00	Lunch/Recess Pre-K /Kindergarten
11:30 – 12:30	Recess/Lunch Grades 1/2
12:00 - 1:00	Recess/Lunch Grades 3/4
12:30 – 1:30	Recess/Lunch Grades 5/6
12:00	PM classes Grades Pre-K, K, 1 and 2
12:30	PM classes Grades 3 and 4
1:00	PM classes Grades 5 and 6
2:15	Recess Grade 4
3:20	Dismissal



GUIDELINES FOR EXPECTED SCHOOL BEHAVIOR

Expectations for student behavior can be summarized in several simple, yet important terms.

Students are expected:

-To Be Safe

-To Be Responsible

-To Be Your Best

-To Respect Yourself

-To Respect Others

-To Respect Property



Energy drinks are not permitted at the elementary school. Students may not bring or consume energy drinks during the school day.

Students are expected to know and respect the rules and regulations of the district and its schools, and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense and a shared desire for a safe and healthy learning environment are the key ingredients of this Discipline Code.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow student. The responsibility of each student is to respect the rights of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relations to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of the school's property.
8. Attend school daily, except when excused, and be on time attending all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and complete the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers and publications.
12. Refrain from using disrespectful, indecent or obscene gestures or language.
13. Be prepared and ready to learn when class begins.



ACTIVITIES AND CLUBS

There are several clubs and activities active in the Jefferson-Morgan Middle/Senior High School. Any student wishing to participate in a club or activity should check with the faculty sponsor to determine the membership requirements.

RULES AND REGULATIONS FOR ACTIVITIES

1. All dances will conclude before 10:30 P.M.
2. Seventh and eighth grade students from Jefferson-Morgan or any other school District is not permitted to attend senior high formals. (Cinderella Ball or Prom)
3. Only seventh and eighth students are permitted to attend the Spring Fling.
4. Dances are not permitted on the night before a school day.
5. Sponsoring organizations are responsible for any damages to the building or equipment during the activity.
6. The principal must clear all meetings and activities.
7. A written "Activity Plan" must be submitted to the principal prior to activity.
8. All fund-raising projects must be approved by the Student Council and the Principal.
9. There will be no more than two formals in a school year.
10. A sponsor must be present at all meetings, activities, practices, and/or committee meetings of any group or club.
11. Any club wishing to sponsor an activity must complete and submit an activity petition to the Student Council.
12. If school facilities are needed for an activity, an "Application for Use of School Property" must be submitted to the principal.
13. No purchasing of materials or advertising of activities shall be permitted until all approvals have been secured.
14. All dances must be held on school property unless specific approval is obtained from the Principal.
15. Sale of food items in the school building is subject to the Principal's approval.
16. Security must be present at all dances and activities held in the evening.
17. The signature of the President and the Secretary of the club and the sponsor of the club plus the principal and the business manager must be obtained prior to purchasing anything.
18. All Jefferson-Morgan students must attend the Principal's meeting in order to be able to attend formal dances (Cinderella Ball and the Prom). The meeting will occur no more than two days prior to the event.

BEFORE/AFTER SCHOOL REGULATIONS

1. Students are not permitted in the Middle/Senior High School before 7:30 AM (unless serving AM detention).
2. Students are not to remain in the building beyond normal dismissal time unless they are under the **direct** supervision of a staff member.
3. Practices or meetings of any kind must be scheduled with the principal and must be properly supervised.
4. Students are to remain in the area of the practice/meeting. The activity members are responsible for the area of the building where the meeting, practice, etc. is scheduled. Spills and litter are to be cleaned before the group leaves the area.

ALMA

The ALMA parent and student portal is a 24/7 real-time internet-based communication portal. With one login, parents can check assignments, grades, attendance, and teacher's comments of all your children using your web browser. Students can easily use ALMA to view all the school information they need. Only one login is

necessary for students to check on assignments due, grades, schedules, course registration, attendance, announcements, discipline, and much more—all in real-time! Log onto www.jmsd.org, and click the appropriate link on the bottom of the district page. You will receive an activation email with your login information. If you have not received an email with your activation information, call your child's office.

ANNOUNCEMENTS

Announcements will be made during the homeroom period (8:25-8:30). Any item to be announced must be approved by the principal prior to 8:20 AM on the day it is to be announced. Students should be attentive during the announcements as many of them are important to everyone.

ASSEMBLIES

Various types of assembly programs will be held throughout the year. These programs are held for the benefit of the student body. The programs will be held in the elementary gymnasium, cafeteria or the high school auditorium. Student conduct in the assemblies should be guided by consideration for the interests of others.

Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in a quiet orderly manner and sit in your assigned area.
2. All talking should cease when the program begins.
3. During the program you should be attentive.
4. There should be no whistling, shouting or other disturbances.
5. When dismissed, leave the assembly orderly and quietly.

ASTHMA INHALERS – POSSESSION/USE OF

The Jefferson – Morgan School Board of Directors shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent – authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician

assistant that states:

- a. Name of drug.
- b. Prescribed dosage.
- c. Times medication is to be taken.
- d. Length of time medication is prescribed.
- e. Diagnosis of reason medication is needed, unless confidential.
- f. Potential serious reaction or side effects of medication.
- g. Emergency response.
- h. If the child is qualified and able to self-administer the medication.



The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violation of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for

- care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

ATTENDANCE

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils in the public schools. A child must attend school regularly from the time he enters, which shall not be later than at age eight years, until the age of seventeen years. The design of the Jefferson-Morgan School District Attendance Policy is to comply with the Pennsylvania School Code and to help families resolve problems that contribute to poor attendance. Attendance is the responsibility of the student and the family. **The school district requires that the parents furnish a written explanation of the child's absence from school. The excuse must be received by the secretary in order for the day's absence to be considered a legal absence. The school will telephone homes of students who are not in school that day.** Students who know they will be absent for 3 or more days may call the office to request their assignments. Please call before 8:30 AM (724-883-2310 Ext. 1213). Assignments will be available after 2:00 PM on that day.

Medical excuses will only be approved for the specific dates identified by the health care provider. Students will only be excused for the days expressly stated on the doctor's note. Additional absences require additional documentation.

There are limitations to the number of days a student may be absent regardless whether the days of absences are excused, unexcused, or illegal:

Days of Absence (Excused reason)	Procedure
10 or More	All absences beyond (10) cumulative days shall require an excuse from a licensed physician". Otherwise the absence(s) will be considered unexcused/illegal.

Days of Absence (Unexcused/illegal)	Procedure
1-3	Upon 3 unexcused absences, the school will notify the parents and schedule a Truancy Elimination Plan (TEP) conference. CYS should also be notified of this TEP conference

4-9	<p>Non-compliance with the TEP, if the child is of compulsory school age, which is 8 years to 17 years of age, shall be sent to Greene County CYS. Please send the referral form and a copy of the TEP.</p> <p>Greene County CYS will process all referrals received as General Protective Services intakes and notify the parents of such.</p> <p>Greene County CYS has up to 60 days to make a determination as to whether or not the intake will be open for services. During this time, attendance will be closely monitored through communication with the school and referrals to service providers will be made.</p>
10 or More	<p>Upon 10 days of unexcused absences, the school shall refer the child and/or parents to the local District Magistrate.</p> <p>The District Magistrate will notify CYS of the hearing and CYS will attend, if available.</p> <p>The District Magistrate will notify CYS of non-compliance with the magisterial consequences.</p>
	<p>Any truancy referrals received by CYS after April 1st of any school year will receive a letter stating that their case will be monitored at the beginning of the following school year.</p>

TARDY/LATE ARRIVAL PROCEDURES

A doctor's excuse or Parent excuse (within the 10 allotted cumulative days) exempts students from penalties if presented when they enter the building.

Days of Absence (Unexcused/illegal Tardy)	Procedure	Discipline
1-4th	On the 4th Tardy Notification to Student and Parent	No penalty with appropriate parent/guardian excuse – letter/email/ phone call sent home following 4th late arrival.
5 th	Notification of Student and Parent on 5 th tardy	Upon 5 th illegal tardy, 3 hours of after-school detention will be assigned.
10 th	Notification of Student and Parent on 10 th Tardy	Upon 10 th illegal tardy, 5 hours of after-school detention will be assigned for non-student drivers and student drivers will have their driving privileges revoked for 10 school days.

15th	Notification of Student and Parent on 15 th Tardy	Upon 15 th illegal tardy, the school shall refer the child and/or parents to the local District Magistrate. Loss of Driving Privileges for 45 days.
20+	Request for Parent Meeting Scheduled.	Additional days of in-school suspension, and loss of all privileges (including but not limited to): WPIAL/PIAA (sports), clubs/activities and field trips, dances/social events, prom, all senior activities and privileges including commencement.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Half-day absences will be charged to students when they arrive after the first hour of the school day (9:45 AM). Students leaving before 3:20 will be charged with a half day absence and will need to submit appropriate excuses.

Full day absences will be charged to students who arrive after the first three and one-half hours of the school day (12:15 PM). A one-day absence will be charged to students who leave before 12:15 PM.

IV. EARLY DISMISSALS: (Upon request of parent or guardian)

When an early dismissal is required, a **written request** from the parent including a phone number for verification must be presented in the office on the date of the early dismissal.

All students with an early dismissal must be signed out before leaving the building. Parents must report to the elementary school office sign students out. Early dismissal should be for emergencies only.

Greene County Protocol for Handling Truancy Referrals

In conjunction with the BEC 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan (TEP), Greene County CYS seeks to work collaboratively with the local school districts to intervene appropriately regarding truant youth.

This protocol is not intended to supersede what is contained in the BEC 24 P.S. 13-1327 and PDE's recommendations to school districts. Greene County CYS is an active participant in decreasing truancy in the County and has one caseworker dedicated to all truancy referrals. Greene County CYS has developed this protocol to hold the agency responsible for truancy referrals. However, in order for the agency to be held responsible for processing truancy referrals, the school districts must report truant youth to the agency in a timely fashion. The agency will work with the districts to actively combat truancy in Greene County.



Upon identifying a child as truant, the following protocol is recommended:

- Upon 3 unexcused absences, the school will notify the parents and schedule a Truancy Elimination Plan (TEP) conference. CYS should also be notified of this TEP conference and will attend if available.
- Non-compliance with the TEP if the child is of compulsory school age, which is 8 years to 17 years of age, shall be sent to Greene County CYS. Please send the referral form and a copy of the TEP.

- Greene County CYS will process all referrals received as General Protective Service’s intakes and notify the parents of such. Greene County CYS has up to 60 days to make a determination as to whether or not the intake will be open for services. During this time, attendance will be closely monitored through communication with the school and referrals to service providers will be made.
 - Upon 10 days of unexcused absences, the school shall refer the child and/or parents to the local District Magistrate.
 - The District Magistrate will notify CYS of the hearing and CYS will attend if available.
 - The District Magistrate will notify CYS of non-compliance with the magisterial consequences.
- Any truancy referrals received by CYS after April 1st of any school year will receive a letter stating that their case will be monitored at the beginning of the following school year.**

The above protocol is based upon the child continuing the truancy pattern and the family’s reluctance to work with the school district regarding the recommendations given by PDE in the BEC. Greene County CYS will provide assessment of the child and family as outlined above in order to determine if the child and family meet the criteria for dependency as stated in the Juvenile Act.

ALMA Messenger

ALMA has a system to notify parents and guardians of daily absences and late arrivals to school. Texts, Calls, and emails are generated on a daily basis by the ALMA system to remind/inform parents that their students were either absent or tardy.

ALMA Access to Attendance Records

Parents and guardians have access to the attendance record of their student(s) via their ALMA Parent Portal.

When viewing a student’s attendance record, please be aware that:

- Every absence is first recorded as an illegal/unexcused absence.
- It is the student’s responsibility to submit a legal excuse for the absence within three (3) school days of his/her return to school.
- The absence is changed to a legal/excused absence if a legal excuse is submitted within the time limit allotted.
- The absence remains illegal/unexcused if the student does not provide a legal excuse or does not provide a legal excuse within the three (3) day window.



Bible Release Time



Elementary School Procedures for Distribution of Permission Forms

First Week of School	Elementary Teachers will announce the CBM. Program during the homeroom period; students who want to participate may pick up a form from the teacher's desk. Forms that are returned will be collected and sent to the Elementary office.	Home Room Teachers
----------------------	--	--------------------

First Week of School	Parents/Guardians will be called via phone to insure parental permission. List of Participants will be sent to CBM.	Elementary Principal
First Week of School/ Established Days for Bible Release	Students with permission to attend will be listed on the daily announcement.	Elementary Secretary
First Day of Bible Release Program	Students will be called by name to the elementary office for departure. Students will be cross checked with participation spreadsheet prior to departure.	Elementary Secretary Elementary Principal

BOOKS AND EQUIPMENT



Books are loaned to the students and should be cared for properly. The student is responsible for the books and materials given him. Books should not be left lying about in the classrooms, halls or outside. If books are found, they should be taken to the lost and found areas. Students are issued a numbered book in each class at the beginning of school. He/she must return this same book in the condition issued. All furniture, equipment, walls and floors in the classrooms and halls should be used properly and kept clean. Every student can help to make homerooms, classrooms, and corridors attractive and inviting. If any damage is done, the student will have to pay for the repair or replacement of the books or equipment.

BULLYING/CYBER BULLING

This bullying/cyber bullying policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

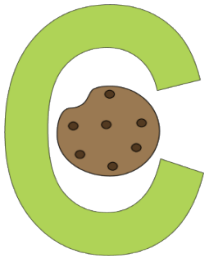
The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention. (After School Detention)
7. Suspension.
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials
11. Mediation

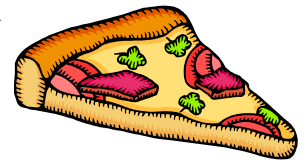
See Bullying/Cyber Bullying Policy.



CAFETERIA

Also see Cafeteria Charge Policy

1. All students must eat their breakfast and lunch in the cafeteria.
2. Students must have appropriate money and/or weekly credit.
3. After a 3 value meal deficit a letter will be sent home to the parents and an alternative lunch will be provided. Unpaid lunch bills will result in not receiving your child's report card.
4. Tables should be left clean.
5. All trays, paper products, milk containers, etc. should be placed in trashcans upon leaving the cafeteria.
6. The following manners should be observed in the cafeteria:
 - a. Students will be silent upon entering the café until all students have their food (approx. 5 minutes).
 - b. Students should eat as if they were dining in the home of a friend.
 - c. Students should be sociable but not boisterous.
 - d. Students are not permitted to take food, ice cream, milk, etc. to their lockers.
7. School breakfast: free/reduced/or regular price
School lunch: free/reduced/or regular price.



*School Lunch Program Applications are under a separate cover.

CHANGE IN NORMAL ROUTINE

If it is necessary for a student to change his normal school routine, (**ride a different bus, etc.**) a written request for the change must be received by the classroom teacher who in turn will initial the request and then send the child to the office where the change will be recorded and approved. **Changes should NOT be made by phone except in emergency situations.**

When students are visiting each other, written permission must be received from both homes. Students must have their classroom teacher initial the request and then bring the request to the office to be recorded and approved. **(Students will not be permitted to call home for approval to visit a friend's home.)**

CONTROLLED SUBSTANCES



DEFINITIONS:

Drug and Mood Altering Chemicals - these terms may be used interchangeably and shall include any alcohol or malt beverage, controlled substance or illegal and abused substance or medication (prescription and/or over the counter) not approved and registered by the health office, and any substance which is intended to alter mood. Examples of the above are marijuana, hash, chemical solvents, glue, capsules, and pills not approved and registered by the health office and any look-alike chemical. Prescription and non-prescription medication must be given in accordance with the school district's policy for administration of medication to students in school.

Confidentiality – all staff members, administration and members of the Board of Education involved in the circumstances in regard to the alcohol/drug policy/guidelines are obligated to guard the confidentiality of the student. Information will be shared only on a need to know basis.

Cooperative Behavior – willingness of the student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the administration and staff.

Uncooperative Behavior- resistance or refusal, whether verbal, physical, or passive, on the part of the student to comply with the reasonable requests or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples (but not limited to) of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with recommendations of the SAP Team or to participate in an assessment conducted by a drug and alcohol specialist.

Distributing – passing, selling, or sharing of any chemical substance to one or more students/persons.

Licensed Drug/Alcohol Facility – a hospital, facility, or agency, licensed by the Pennsylvania Department of Health, to provide drug and alcohol related services for assessment and treatment of the disease of chemical dependency.

Paraphernalia – any equipment, material, device or container of any kind used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, injecting, ingesting, or inhaling a controlled substance, prescription drug, drug, or alcoholic beverage.

Possession – of a drug shall mean any possession which is unlawful under the Pennsylvania Controlled Substance, Drug Device and Cosmetic Act and Case Law interpret.

Student Assistance Team – a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors). The team has been trained to understand and work on issues of adolescent chemical use, abuse and dependency and will play a role in the identification and referral process of students coming to their attention through the procedure outlined in this policy. (Also referred to as the SAFE team.)

Uncooperative Behavior – any resistance or refusal verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of a staff member.

Use – to ingest, inject, otherwise cause a drug to reach the blood stream or digestive tract.

Guidelines

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent or guardian.

Distribution

Students who are apprehended for distributing alcohol or controlled substance(s), shall be suspended by the principal for a period of not less than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension.

A formal school board hearing for expulsion will be conducted. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required prior to consideration for re-admittance. The police and parents shall be promptly notified of the infraction. The student will be excluded from co-curricular activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Possession of Drug Paraphernalia

The principal shall suspend a student found in possession of paraphernalia or items associated with the use of controlled substances for a period of not less than three (3) days and not to exceed ten (10) school days. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Possession / Use / Under the Influence First Offense – COOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time who is cooperative with the investigation will be suspended by the principal for a period of not fewer than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. Police will be notified. The student will be

excluded from co-curricular activities for a minimum of forty-five (45) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Possession / Use / Under the Influence First Offense – UNCOOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time and is uncooperative with the investigation will be suspended by the principal for a minimum of three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. A formal School Board hearing for expulsion will be conducted, unless the parent/guardian waives their right to an expulsion hearing. The student must undergo an assessment by a facility specializing in chemical

dependency and compliance with its recommendations is required. The police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Subsequent Offenses

The minimum will be a ten (10) day out-of-school suspension with automatic referral to the school board that could result in expulsion, per Section 233 of School Board Policy, unless the parent/guardian waives their right to an expulsion hearing. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for ninety (90) days. The principal has the discretion to increase the number of days the student is excluded from cocurricular activities.

**Failure to adhere to assigned discipline will result in an escalation of consequence*

Substance Abuse at School Sponsored Functions

Students found in possession of, using or under the influence of alcohol or controlled substances at school functions on/off school property are subject to school disciplinary policies and practices. To the extent possible, parents or guardians shall be promptly notified and legal authorities involved as appropriate.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Reasonable Suspicion Drug Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors (including odor), the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. **(Pupil Policy Number 227)**

Tobacco (Nicotine)/Vaping Devices

PA Act 145 prohibits using or possessing tobacco and vaping products by students in school buildings, on school buses, and on school property under the control of the Jefferson-Morgan School District. JMSD Board policy 222 prohibits the possession, use, purchase, or sale of tobacco and vaping products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building, on school buses, or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that take place off school property. The Board also prohibits student possession or use of products marketed and sold as tobacco cessation products, except as authorized in the Board's Medication policy. State law defines the term tobacco product to broadly encompass both tobacco and vaping products. Tobacco products, for purposes of this policy and per state law, shall be defined to include the following:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar,

little cigar, chewing tobacco, pipe tobacco, snuff, and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

3. Any product containing, made, or derived from either:

- Tobacco, whether in its natural or synthetic form; or
- Nicotine, whether in its natural or synthetic form, is regulated by the United States Food and Drug Administration as a tobacco product.

4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Tobacco is defined as "smoking and the use of smokeless tobacco in any form and the possession of any such products." Students who violate smoking rules beyond a third offense will be suspended from all sports and activities for at least ninety (90) calendar days. The principal has the discretion to increase or lower the number of days the student is excluded from co-curricular activities.

Possession / Use Tobacco – Cooperative

A student found smoking or in possession of tobacco or related product (including electronic cigarettes & vapes) and is cooperative with the investigation will incur the following consequences:

Level of Offense	Consequences
First Offense (Cooperative)	<ul style="list-style-type: none"> ● 4 Hours of After School Detention (Completed over several weeks) ● Vaping Course ● Smokeless Saturday (Students who do not complete this will receive a citation, as per Act 145)
Second Offense (Cooperative)	<ul style="list-style-type: none"> ● Three (3) Day in-school suspension ● Thirty(30) calendar days of social probation ● Student will receive a citation, as per Act 145
Third Offense (Cooperative)	<ul style="list-style-type: none"> ● Three (3) day out of school suspension ● Sixty (60) calendar days of social probation ● Student will receive a citation, as per Act 145

** The principal has the discretion to increase the number of days the student is excluded from co-curricular activities during each offense.*

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

Any subsequent violations beyond a third offense will incur the consequences listed above.

Offenses are cumulative across middle and high school and do not reset each year. However, students start anew when transitioning from middle to high school.(Starting with the 2023-2024 School Year)

Possession / Use of Tobacco First Offense – UNCOOPERATIVE

A student possessing or using tobacco for the first time and is *uncooperative* with the investigation will be suspended by the principal for a minimum of three (3) days and not to exceed ten (10) school days. The District will offer an informal hearing within the first five (5) days of the suspension. If the school cannot determine if a substance contains nicotine/tobacco or a chemical due to a lack of cooperation, the student must undergo an assessment by a facility specializing in chemical dependency, and compliance with its recommendations is required. The

police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Subsequent Offenses - Uncooperative

The minimum will be a ten (10) day out-of-school suspension with automatic referral to the school board that could result in expulsion, per Section 204.00 of School Board Policy. The District will offer an informal hearing within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for ninety (90) days.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*



JEFFERSON-MORGAN SCHOOL DISTRICT DISCIPLINE PHILOSOPHY

Discipline for OFF-CAMPUS Events [The Nexus Rule]

While most “off campus” behavior that violates the law falls under the jurisdiction of local law enforcement with respect to consequences for misconduct, there are instances in which the school has the authority to place consequences on students for off campus events in accordance with the school’s code of conduct. This is known as the “NEXUS RULE” since the students’ behavior must have a clear nexus [connection] to the operations of the school in a safe and orderly manner.

These instances include:

- a. Misconduct with a connection between the off-campus event and the health, safety, and welfare of the student body or staff.
- b. Students or staff members involved in actions or having actions done to them or their property.
- c. Misconduct that will result in a school disruption.
- d. Misconduct that began on the school site and may continue in the school setting.
- e. Instances in which the misconduct poses a threat to students or staff if the perpetrator were to remain in school.
- f. An off campus speech, or an internet or website message, that materially and substantially is a safety factor and may interfere with the orderly operation of the school.

** The principal has the discretion to increase the number of days the student is excluded from co-curricular activities during each offense.*

**Failure to adhere to assigned discipline will result in an escalation of consequences*

Any subsequent violations beyond a third offense will incur the consequences listed above.

DISCIPLINE FOR OTHER FORMS OF MISCONDUCT

Level 1

Refers to minor misbehavior on the part of the student that disrupts orderly classroom procedures of operation of school. These misbehaviors are handled by staff members.

Level 2

Refers to misbehavior with seriousness or frequency that tends to disrupt the learning climate of the school and/or consequences that endanger the health or safety of others in the school.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of the administration because the LEVEL I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action by administrative personnel.

Level II Examples (but not limited to)	Examples of Disciplinary Options (May involve a combination of the following)
<ul style="list-style-type: none"> ● Continuation of Level I misconduct ● Bullying or menacing behavior performed in a threatening 	<ul style="list-style-type: none"> ● Confiscation of contraband items or any personal items / Effects that are being used to disrupt the educational process

<p>manner or with the intent of harm</p> <ul style="list-style-type: none"> ● Disorderly bus conduct ● Disruptive behavior during school programs/trips ● Failure to serve detentions as scheduled. ● Harassment [e.g. sexual; gender; racial; ethnic, etc.] ● Harassment by communication ● Hazing ● Insubordination, defiance of authority, disrespectful behavior to staff ● Language, writing, drawings or gestures that are disrespectful, abusive, threatening or profane ● Lewdness, inappropriate physical or sexual contact, or indecent exposure ● Misuse of passes ● Plagiarism / Cheating ● Theft ● Unauthorized or improper use of school property Equipment / Facilities / Lockers ● Unauthorized sharing of passwords ● Vandalism / Destruction of property of others ● Violation of the terms students agree to when signing the chemical use agreement required of all students participating in co-curricular activities ● Violation of school attendance policies: continued tardiness, class cuts, truancy, and unexcused absences <p><i>*Failure to adhere to assigned discipline will result in an escalation of consequences.</i></p>	<ul style="list-style-type: none"> ● Lunch Detention ● After School Detention ● Saturday Detention ● Denial of privileges / Co-curricular activities ● Probation ● Referral to outside agency ● Referral to Police or District Magistrate ● Restitution of property or payment for damage ● Suspension (In School or Out Of School) ● Referral to District Threat Assessment Team ● Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student council; graduation speaker, etc.] ● Social probation [exclusion from co-curricular activities, athletic activities and programs such as Prom, school dances, class activities and graduation ceremony] ● Expulsion
---	--

Level III

<p>Refers to acts whose frequency or seriousness disrupt the learning climate of the school or acts directed against persons or property that pose a threat to the health, safety or welfare of others in the school. These acts require administrative action that could result in the immediate removal of the student from school as well as the possible intervention of law enforcement authorities.</p>
--

Level III Examples (but not limited to)	Examples of Disciplinary Options (May involve a combination of the following)
--	--

<ul style="list-style-type: none"> ● Aggravated Assault / Battery ● Arson or attempted arson ● Bomb threat or threatening phone calls ● Continuation of or extreme Level II misconduct ● Disorderly Conduct ● Extortion or attempted extortion ● Fighting ● Use of technology, including social media, that causes disruption to the educational day ● Lighted or ignited objects ● Ethnic, racial slurs, intimidation ● Other violations of federal, state, or local laws ● Possession, sale or use of firecrackers, cherry bombs, or other fireworks ● Possession / Sale of stolen property ● Possession / Use / Transfer of weapons ● Reckless driving or speeding on school property ● Terroristic threats ● Third offense truancy ● Unauthorized or improper use of school facilities / Equipment / Property / Lockers ● Unauthorized use of fire alarm or equipment <p><i>*Failure to adhere to assigned discipline will result in an escalation of consequences.</i></p>	<ul style="list-style-type: none"> ● Confiscation of contraband items or any personal items / Effects that are being used to disrupt the educational process ● Denial of privileges / Co-curricular activities ● Probation ● Referral to outside agency ● Restitution of property or payment for damage ● Suspension (In School or Out Of School) ● Referral to District Threat Assessment Team ● Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student representative council; graduation speaker, etc.] ● Social probation [exclusion from co-curricular activities, athletic activities and programs such as Junior / Senior Prom, school dances, class activities and graduation ceremony] ● Expulsion ● Referral to Police or District Magistrate
--	---

Discipline Procedures

The Jefferson-Morgan School District has approved a Discipline Policy that categorizes offenses into levels of seriousness. However, the administration reserves the right to determine the seriousness of each individual incident and place it at the appropriate level. It is further warranted that any of the levels could lead to a detention, suspension, or recommendation by the principal for permanent expulsion should that action be deemed necessary.

The following Misconduct / Response Structure includes three [3] levels, Level I, Level II, Level III, representing a continuum of misbehaviors, based on the seriousness of the act and the frequency of the occurrence. It is important that students understand that persistent violations at any and all levels of misconduct will result in more serious consequences. Incidents of misbehavior will not be viewed in isolation. Prior infractions will be considered when disciplinary decisions are made by the administration.

**Failure to adhere to assigned discipline will result in an escalation of consequences.*

***In cases of suspension or expulsion (more than 3 days), students shall be entitled to Due Process Rights.*

****Building principal has final authority over all consequences.*

DRESS CODE

All students who attend Jefferson-Morgan Schools are expected to respect the school community through clothing appropriate for a K-12 educational environment. The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to the Dress Guidelines will initially be asked to change into more appropriate attire before returning to class. Parents will be called if the student does not change into appropriate clothing. Repeat offenders may be subject to disciplinary action.

Guidelines: The following types of clothing are not permitted:

- Articles that cause damage to other students or property.
- Attire that is disruptive to the educational process.
- Attire that is a safety hazard.
- Attire that is overly revealing (no bare midriffs, short skirts or shorts).
- Attire displaying incident writing or pictures, allusions, to drugs, alcohol, or violence.

Additional Dress Code Guidelines:

- See-through garments must be worn with appropriate coverage underneath that meets the guidelines for tops (i.e., tank top or t-shirt).
- Footwear must be worn at all times and be safe for the school environment.
- Clothing may not depict, imply, advertise, or advocate:
 - illegal, violent or lewd conduct.
 - weapons or use of weapons.
 - the use of alcohol, tobacco, marijuana or other controlled substances.
 - nudity, pornography or sexual acts.
 - vulgar, obscene or discriminatory language or images.
 - hate speech or images targeting individuals or groups based on gender/gender identity, ethnicity, race, sexual orientation, religious affiliation, or other protected classifications.
- Clothing and accessories that endanger student and staff safety or promote illegal or disruptive behavior may not be worn. Such accessories may include, but not be limited to, weapon related paraphernalia (i.e., ammunition, bullets, magazines, holsters, switch-blade

combs) and jewelry, belt buckles, or other similar accessories which depict hate symbols/speech).

- Sunglasses may not be worn inside the building unless the student has permission from the school nurse or administration (i.e., concussion protocol, vision or medical issues).
- Ball caps and hats are permitted at the high school level only (Grades 9-12); however, this is subject to classroom teacher and/or administrative discretion.
- Hoods may not be worn at any time while in the building
- **Face painting is not permitted during the school day.**

Dresses/attire for school dances and other extracurricular activities are at the discretion of the parents/guardians.

If a student refuses to change their clothing due to a dress code violation, they fall under the reasonable request rule and will receive automatic disciplinary actions.

EARLY DISMISSAL AND SIGN-OUT



Early dismissal may be granted for the same reasons allowable for legal absences. It is recommended that doctor and dentist appointments be scheduled for other than school hours; however, when emergency demands, the appointment should be made as early or as late in the school day as possible. When an early dismissal is required, a written request from the parent needs to be given to the homeroom teacher (who will initial the request) and then have it sent to the office to be recorded. Parents must report to the elementary office to pick-up students with early dismissals and sign for all releases.

EDUCATIONAL TRIP PROCEDURE

If an educational field trip is desired, a parent/guardian must request approval ONE week prior to the trip on a Request for Educational Trip Form and submit it to the building principal for approval. Approval will be subject to acceptable attendance pattern (less than ten (10) total days of absence and less than four (4) illegal days.) The educational value of the trip must be explained (the purpose, itinerary and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom). It is the student's responsibility to obtain assignments from his/her teachers, which must be turned in at the conclusion of the trip. **A total of five (5) days for an Educational Trip will be granted in a school year.** Extenuating circumstances need to be addressed to the building principal prior to the trip when submitting the trip form. If a student is absent despite being denied approval, the days absent will be considered illegal absences.

Family Educational Trip Procedure

Parents/guardians and students must be aware of the published school calendar and should avoid scheduling education trips when classes are in session. When unusual circumstances force a family to plan an educational trip during the school year, those days missed will be counted as an excused absence only if the following criteria are met:

1. A Family Educational Trip Form is obtained from the middle or senior high school office, completed, and returned to the principal one week prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days.
2. The Family Educational Trip Form will be sent by the appropriate building principal to the teachers who will develop necessary assignments.

3. Upon return from the approved Family Educational Trip, it is the responsibility of the student to turn in or make up all required educational assignments.
4. Failure of the student to make up missed homework and/or tests will result in the recording of an “F” grade for said work.
5. A student is permitted up to five (5) excused school days per school year to take educational trips with his/her parents or guardians. Extenuating circumstances need to be addressed to the building principal prior to the trip when submitting the trip form.

Jefferson-Morgan School District

STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP

Part I: To be completed by parent or guardian.

Student's Name _____ Telephone _____

Address _____ Zip Code _____

School _____ Grade _____ Homeroom Teacher _____

Proposed temporary address or travel destination _____

Dates student will be absent from school _____

Were prior requests granted during school year? ____ Yes ____ No Dates _____

Please explain the purpose of the tour or trip _____

Itinerary _____

The adult(s) accompanying the student is _____

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Date _____ Signature of Parent/Guardian _____

Part II: To be completed by student's teachers. Please Use the back if you need more spaces for teachers.

<u>Teacher</u>	<u>Subject</u>	<u>Comment//Assignments</u>	<u>Due/Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part III: To be completed by the building principal. Please check one: _____ Approved _____ Disapproved

Reason for disapproval _____

Signature of Principal _____ Date _____

*Educational Trip. Upon receipt of a **written** request from the parent/guardian, **at least one week in advance** of the trip, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian **when such tour or trip is so evaluated by the school principal** and student participants therein are subject to direction and supervision by an adult personage acceptable to the principal and the parent/guardian of the students concerned. **If above procedure is not completed, any absence will be considered illegal.***

Educational trips are to equal no more than five (5) days in a school year. In addition, trips will not be approved during state standardized testing periods, and/or for students with ten (10) or more absence

ELECTRONIC DEVICE PROCEDURES

The Jefferson-Morgan School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process or otherwise violate the rights of students. Therefore, the use of electronic devices for legitimate educational purposes is permitted only under the direction of the classroom teacher.

Electronic devices shall include all devices that can take photographs, record audio or video data, store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, cellular phones, smart phones, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission.

The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student. (including but not limited to AirPods, iPods, phones, computers, etc.) Appropriate use of electronic devices shall be for educational purposes only. Any use of electronic devices that leads to the disruption of the educational process or violates the rights of individual students is a violation of the District's Code of Conduct and will result in the appropriate disciplinary consequence, loss of privileges, and/or confiscation of the electronic device. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing a call, text message, or other communication during the school day.
- The use of electronic devices in locker rooms or restrooms.
- Using any application on an electronic device which is not directly relevant to the instruction in the classroom and authorized by the classroom teacher.
- Taking, storing, disseminating, transferring, viewing, recording, or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images, memes or photographs, and video, whether by electronic data transfer or other means, including but not limited to texting, emailing, and/or using social media.
- Using any electronic device for purposes which are in direct violation of other provisions within the District's Code of Conduct, such as bullying, cyber-bullying, cheating, recording fights, or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the JMSD's Code of Conduct regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct meets any of the following criteria:

- Directed at another student or students
- Severe, persistent, or pervasive
- Interferes with a student's education
- Creates a threatening environment

- Substantially disrupts orderly operations of school
- Such activities are in direct violation of the Electronic Devices Policy and will result in appropriate disciplinary action.

EMERGENCY CARDS

Emergency cards are sent home in the students packets. **Parents are requested to complete the card and return it to school immediately. Parents are requested to notify those persons listed on their child’s emergency card that if parents cannot be reached in emergencies, they will be contacted and expected to handle the emergency.** If changes are necessary, please notify the Elementary Office (Ext. 1213) at your earliest convenience.

EMERGENCY SCHOOL CLOSINGS/ADJUSTMENTS IN STARTING TIME

Should inclement weather or other emergency situations occur which would result in the closing of school or adjustment in the starting time for school, announcements will be made by the following radio stations and the One Call System:

WANB	1580 AM/105.1 FM	WAYNESBURG
KDKA	CHANNEL 2	
WTAE	CHANNEL 4	
WPXI	CHANNEL 11	
School Messenger (Automated School Calling System)		
School Affiliated Social Media (IE: Facebook, Twitter)		



If weather conditions or emergency situations mandate **an early dismissal**, those radio stations named above and the School Messenger will inform parents of early dismissal.

*****It is advisable that your child know what he/she should do in an early dismissal situation. Inform him/her of your plan for them in such an emergency.**

GRADING SCALE



A	100% - 92%
B	91% - 82%
C	81% - 70%
D	69% - 60%
F	59% - BELOW
O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory



PROTECTED HANDICAPPED STUDENTS PUBLIC NOTICE

In compliance with state and federal law, the Jefferson-Morgan School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in, or access to, any aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In order to qualify for services as a "Protected Handicapped Student" the referred person must be of an age which public education is offered in his/her school district. (Usually 4.7 to 21 years of age.)

For further information on the evaluation procedures and provision of services to protected handicapped students contact: Ms. Sara Bates 724 - 883 - 2310, ext. 1213.

HOMEBOUND INSTRUCTION

The Board shall provide, pursuant to law and regulations, individual instruction to students confined to home or hospital for physical disability, illness, injury, or when such confinement is recommended for psychological or psychiatric reasons.

Application for homebound instruction shall certify the nature of the illness or disability, state the probably duration of the confinement and be approved by the Superintendent.

The Superintendent may grant recommended requests for homebound instruction and shall report each to the Board at its next regular meeting.

Homebound approval will be for 30 days and must be renewed every 30 days for continued instruction. Renewals require doctor's review and recommendation, as well as review and approval by the Superintendent.

The Board shall provide homebound instruction only for those confinements expected to last at least two (2) weeks. Expectations may be recommended by the intermediate unit or Superintendent. The program of homebound instruction given each student shall be in accordance with the standards established by the state. The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent or other adult in authority is not at home with the student during the hours of instruction.
3. The condition of the student is such as to preclude any benefit from such instruction.

Grades from homebound instructors are considered to have the same force and effect as those given by regular instructors in the regular classroom setting.

Illness of a limited duration requiring homebound instruction poses several grading scenarios when a student returns to the classroom. A homebound student is challenged by having fewer instructional hours and no classroom participation. Integrating homebound students back into the classroom should be done in a way that will not penalize such students with respect to grades.

The following general guidelines shall apply:

1. The teacher will keep the parent/guardian apprised for thirty (30) days of the student's progress after being integrated back into a regular classroom. Student performance prior to the illness/injury will be considered in determining progress. Progress reports shall be issued if the teacher feels that the student is not performing at the same level; this can mean even as much as one letter-grade lower performance.
2. All students and parent/guardian must fill out a homebound form every 30 days with a signature from their physician to continue any prolonged homebound instruction. This form must be fully completed and turn into the main office.
3. When a student returns to the classroom, he/she will be allowed to take scheduled examinations on different make-up dates, if desired, in order to have the time to "catch-up" to the other students. Special assignments/projects will be substituted for missed work which will be grades with equal weight as the grades given to the student's regular attendance.
4. In order to make a fair and realistic evaluation of the homebound student's performance upon returning to class, as least five (5) classroom grades shall be given the student for the nine (9) week's grades.
5. Every effort will be made by the district so no student is penalized

Grading of student accomplishment and homebound academic achievement shall be in accordance with present guidelines in effect for regular student attending class. In no way shall a student be penalized academically for receiving homebound instruction. In cases where a student receives instruction from an individual teacher who is not certified to instruct the subject being taught to the homebound student, then the student shall not receive a grade lower than his/her most recent academic standing over the previous nine (9) week grading period. This shall apply to only those students who have made a good faith effort to complete all assignments on a timely manner.

No student shall be tested over material that he/she has not received instruction in or been provided with the necessary information to answer such material. In those instances where a lab or other activity is part of the instruction, the student shall not be penalized. The homebound instructor must be made to spend time with classroom teacher to coordinate the homebound instruction with the classroom instructor; there must be a face to face planning session. There should be as many sessions as are needed to make the homebound instruction meaningful and helpful.



INTERNET/COMPUTER PROCEDURE:

PURPOSE: Access to unique resources and the opportunity for collaborative work is now available in the Jefferson-Morgan School District through the use of technological/telecommunications systems. All such must be in support of education and research and consistent with the goals and policies of the District; therefore, the technological/telecommunications systems will be used to support the District's curriculum, the educational community, projects, communications and research for students, faculty, and staff.

The Jefferson-Morgan School District Acceptable Use Policy is designed to provide information and guidelines for utilizing the district's technological/telecommunications systems. In order to assure the understanding of this Acceptable Use Policy regarding the Internet, Local Area Networks (LANs), computers, and related technological/telecommunications systems use in the Jefferson-Morgan School District, the student, parent, and a sponsoring teacher must read and sign this document.

AUTHORITY: Jefferson-Morgan School District reserves the right to record the use of the technological/telecommunications systems and monitor the server space utilizations by District users while respecting their privacy rights. In addition, the district reserves the right to remove a user account from their networks to prevent unauthorized use of illegal activity.

- Technological/telecommunications systems operation in the District will be approved by the Superintendent and Board of Education, and monitored by the building principal.
- The classroom teacher and/or librarian will administer individual terminal control.

GUIDELINES/PROCEDURES

All use of the district's technological/telecommunications systems are intended to be used for educational purposes and to carry out the legitimate business of the District. Appropriate use of these resources includes instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the district.

The policy shall apply to all users – District students, faculty, and staff – of all technological/telecommunications systems which are entered via equipment and access lines located at the Jefferson-Morgan School District, or who obtain their access privileges through association with this district.

Only the authorized owner of the account will use network accounts for its authorized owner of the account for its authorized purpose. All communications and information assessable via the technological/telecommunications systems should be assumed to be private property and shall not be disclosed. User shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc., which is protected under the copyright laws will not be transmitted nor stored without the express written permission of the copyright owner.

PRIVILEGES AND RIGHTS

Access to the Jefferson-Morgan networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. As a user of the technological offerings available in the district, one has the privilege of intellectual freedom, privacy, equal access and safety.

RESPONSIBILITIES OR PROHIBITIONS

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual will be treated as the sole responsibility of said individual. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate

information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the Internet.

Every student who receives an account will discuss with a faculty member, the proper usage of the systems and ramifications if improper usage. Based upon the acceptable use guidelines outline in this document, a designated district-wide review committee will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the Jefferson-Morgan School District's technological/telecommunications systems, which includes the Internet and local area networks for illegal, inappropriate or unethical purposes by students, staff or faculty members, is prohibited. More specifically:

- Use of the networks to facilitate illegal activity is prohibited
- Use of the networks for commercial or for-profit purposes is prohibited.
- Use of the networks for non-work or non-school related communications is prohibited.
- Use of the networks for product advertisement or political lobbying is prohibited.
- Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks are prohibited.
- Use of the networks to access obscene or pornographic material is prohibited.
- Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the networks to misrepresent other users on the networks is prohibited.
- Use of the school technology or the networks for fraudulent copying, communication or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Services. Therefore, to tamper, interfere, intercept, or use electronic mail for criminal purposes is prohibited.

CONSEQUENCES FOR INAPPROPRIATE USE

The technological/telecommunications systems user, student, staff, faculty members, etc., shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts. Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed in accordance with the Collective Bargaining Agreement.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal Laws and violators will be reported to the appropriate legal authorities for possible prosecution.

CONSEQUENCES FOR VIOLATION OF INTERNET/COMPUTER POLICIES,
students will receive either lunch or after school detention based on the severity of the violation.


Internet access, one of the many technological services available at Jefferson-Morgan School District, is now available through the elementary and high school libraries. While the Internet provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the district requires parent permission for student World Wide Web access.

In order to ensure adequate resources for all users, the Jefferson-Morgan School District reserves the right to log network (s) use and monitor fileserver space and bandwidth while respecting the privacy of the user accounts. Users must delete e-mail messages daily to conserve fileserver space.

Jefferson-Morgan School District makes no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained through.

Jefferson-Morgan School District networks is at the user's own risk. Jefferson-Morgan School District specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications system.

LIBRARY



The function of the school library is to aid students by supplying them with supplementary material for their studies, as well as recreational reading material. The librarian will assist students in finding materials they need. Students are scheduled for library class at least once a week. Materials borrowed from the library must be returned when due and cared for in a proper manner. Failure to comply with library rules may mean a student will lose his/her library privileges.

LOCKERS

An attempt is made to assign a hall locker for books and coats in the vicinity of the student's homeroom. Students may not place stickers, magnets, etc. on the outside of the lockers. No locks are permitted on the lockers at the elementary level.

It should be remembered that the locker is the property of the Jefferson-Morgan School District, District officials, and/or their agents may search a student's locker and seize any illegal materials. The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains materials (s), which may pose a problem to the health, safety, and welfare of students, employees, or visitors. Furthermore, District authorities shall conduct random canine sniffing of each locker through the year, even without probable cause to do so. Any illegal items may be seized by the District authorities and/or law enforcement agencies and used as evidence against the student in a proper forum. Prior to a locker search, the student shall be notified and given an opportunity to be present. An administrator will usually request the presence of another member of the District's staff to be present during the locker search. Students are assigned a locker and are responsible for its contents.

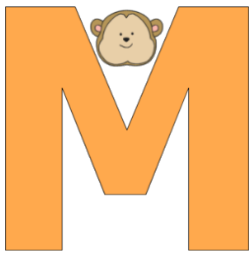
Hanging items of any type and/or writing are not permitted on the inside or the outside of the lockers – this includes stickers.

Book bags may be brought to school but must be kept in the locker. They may not be carried throughout the day.

Students are totally responsible for all items left in their lockers. Valuables should never be left in the locker. Do not put any materials in someone else's locker.

LOST AND FOUND

The Elementary Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the office as soon as possible. Students looking for lost possessions should check the office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.



MAKE-UP WORK

Any student absent from class is required to make-up all work missed. However, it is the responsibility of the student to see his/her teacher to obtain the work needed to be made-up. Please note that the student will have as many days to make up work as days they were absent.

MAKE UP WORK FOR ILLEGAL ABSENCES

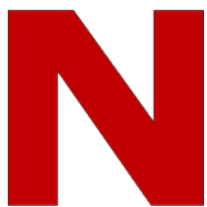
Students who are illegally absent from school or class will not be permitted to make up work and will receive a zero (0) for missed work.

We have tutors available during recess if the student needs help.



If a student will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for this may be made through the Elementary Office. **These requests should be made before 8:30 AM and materials picked up after 2:00 PM. If the request is made after 8:30 the materials will not be ready until the next morning.**

NURSE



Before going to the nurse, except in an emergency when first aid is required, a student must be excused by his/her classroom teacher after the teacher has notified the office of the problem. **At the discretion of the nurse/principal** the parents will be notified of the child's problem.

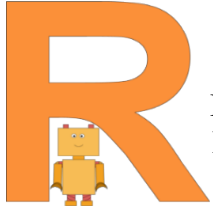
PARENT PICK-UP PROCEDURE

Parents picking students up at dismissal time are asked to remain in their vehicles. Student will be called and escorted to their vehicles by staff members. Please do not begin lining up prior to 2:40.



PARENT TEACHER ORGANIZATION

The school encourages parents to join and support the Parent Teacher Organization. There is a meeting on the first Wednesday of month except for January. Notification of the meeting dates and times will be in the Newsletter. The P.T.O. is a very active group that offers support and assistance in many ways. **A strong PTO membership enhances the effectiveness of the school, please join.**



REPORT CARDS

Report cards are available at **nine-week** intervals via ALMA. Parents/Guardians of Pre-K and Kindergarten students are required to sign and return the report card envelope the day after it is issued.

SCREENING, EVALUATION, AND PLACEMENT PROCEDURES



The Jefferson-Morgan School District uses the following procedures for screening, identifying, and evaluating specified needs of school-aged students requiring special programs of service.

The District meets the health requirement screen as described in Section 1402 of the School Code. The District routinely conducts screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11, and others according to need. Visual acuity is screened in every grade. Height and weight data are collected yearly at every grade level. Visual acuity, hearing acuity, height and weight screenings are conducted throughout the school year at the child's home school. Dental exams are conducted in the spring of each school year in Kindergarten, 3, and 7. TB testing is completed in the winter months of each year in grade 1 and 9.

Kindergarten screening is held in April or May of each school year at the Jefferson-Morgan Elementary School. Speech and language skills are screened during Kindergarten in the fall of each school year and upon referral from parents and/or professional staff. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis and referrals made when needed.

From time to time the School District will administer standardized tests and district-wide assessments to students, beginning during the first grade year. Reports of these tests are provided to parents each year. In addition, most elementary students will be tested by their teachers to determine whether they have learned the particular skill being taught. These tests are given throughout the year. Other testing occurs on the basis of individual need. Vocational interest tests and/or aptitude tests may be given in the secondary school. Any parent who has a question about the testing program should contact the Jefferson-Morgan Middle/High School Principal or Guidance Counselor.

At the elementary level, screening information is used by the Building Principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child needs additional services, the classroom teacher, Building Principal and School Psychologist will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for a multidisciplinary evaluation.

At the secondary level, screening information is reviewed by a team consisting of a minimum of a classroom teacher, Building Principal and School Psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted. Parents with concerns regarding their student may contact the Building Principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with parents and students shall be in English or their native language. For parents with a hearing impairment, the School District will provide a person to communicate in sign language.

After the multidisciplinary evaluation is completed, and Evaluation Report (ER) is compiled with parent input and includes specific recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the evaluation are explained and discussed. An Individual Education Program (IEP) is developed for those students qualifying for special education services. The IEP team consists of the following: the parents, the Building Principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the School Psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The District makes every effort to ensure parent participation. The District notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendations, the issue may be taken to a pre-hearing conference, mediation, or due process hearing.

The Jefferson-Morgan School District operates a comprehensive continuum of services for special needs students. Types of services available include: Learning Support which is primarily for students with academic learning needs, Emotional Support which addresses social and emotional difficulties, Physical Support for students whose need is the result of a physical disability, Autistic Support for those students diagnosed with Autism and/or Pervasive Developmental Disorder, Speech and Language Support which for students who have articulation and/or expressive/receptive language difficulties, Hearing Support for students who are hearing impaired/deaf, Vision Support which is for students who are blind or visually impaired, and Gifted Support for those students identified as mentally gifted. The small number of students whose needs cannot be accommodated in the public school setting can receive services in an approved private school or other licensed facility at School District expense. No such placement is made without an IEP meeting and parental agreement.

If a child does not qualify for special education services, he/she may still be considered a protected handicapped student and require services under Chapter 15. A protected handicapped student is a student who is school age with a physical or intellectual disability, which substantially limits or prohibits participation in or access to any aspect of the school program. Jefferson-Morgan School District provides each protected handicapped student with aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. If you believe your child comes under this classification and is in need of a service to assist him/her in benefiting from his/her education, you should contact the Building Principal.

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided services.

The Jefferson-Morgan School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of exceptional children. The Jefferson-Morgan School District Confidentiality Assurance Policy has been prepared to insure the privacy rights of both the parents and the exceptional child in the collection, maintenance, release, and destruction of these records. The Jefferson-Morgan School District and its staff are required the Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal Legislation entitled the Family Educational Rights and Privacy Act of 1974 – FERPA (also known as the Buckley Amendments). All students are protected by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities. In addition, State Rules and Regulations protect regular and special education students' rights and privacy. School records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Disclosure of information means to permit the release, transfer or other communication of education records to any party, by oral, written and/or electronic means. This means that information about a student cannot be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess knowledge of a student.

The parents of a student or eligible student have the right to inspect and/or challenge their child's or their own educational records, to receive copies of the records, and to have a school official explain the records if requested as outlined in the Jefferson-Morgan School District Policy. The School District will disclose directory information which includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information, a written notice of refusal of disclosure of directory information must be sent to the Principal within twenty (20) days of this public notice. To inspect your child's or your record, contact the Building Principal.

The Jefferson-Morgan School District will not release information from a student's education

record without prior consent to officials of other primary or secondary schools or school system in which a student seeks or intends to enroll. Transcripts to secondary institutions in which a student seeks or intends to enroll will be sent upon request of parents of a student or eligible student. Parents, upon written request, may receive a copy of records that may be released by the School District. The parents have the right to request that their child's or their own educational records be changed if they are inaccurate, misleading or violate students' rights and to a hearing if that request is refused. A more detailed explanation of these rights, the procedure to follow, and the limitations on the release of records is presented in the School District's policy on the collection, maintenance and release of student records. You may obtain a copy of this policy by contacting the Building Principal.

For further information on the screening procedures, evaluation procedures, and provision of services to protected handicapped students, contact the Jefferson-Morgan School District, 1351 Jefferson Road, Box 158, Jefferson, PA, 15344, or call 724-883-2310.

SAFE OPERATING PROCEDURES

The operating procedure of the SAFE team will consist of:

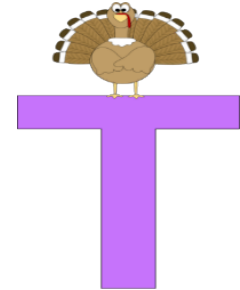
1. Receive referrals from the following sources but not limited to those sources:
 - a. Teachers
 - b. SAFE team members
 - c. Coaches
 - d. Other school staff
 - e. Peers
 - f. Self
2. Referrals will be address at SAFE tea meetings. (Team will meet at designated times set by the building administrator.
3. The SAFE team will assign a case manager. Behavior checklist forms will be distributed to the school staff members who have current association with the referred student by the case manager.
4. Information from behavior checklist forms will be tabulated by the case manager and presented to the SAFE team.
5. The SAFE team will review information and a plan of action will be determined.
6. Possible action plan to be suggested:
 - a. Parent interview to be conducted if deemed necessary.
 - b. Behavior and/or academic contracts with student.
 - c. Recommend attendance to insight groups
 - d. Intervention
 - e. Recommendation for D/A or Mental Health Assessment by licensed agency
 - f. Monitor student for a specific period of time
7. Case Manager contacts person who made original referral and other staff members who completed behavior checklist to explain the plan of action taken by the SAFE team.
8. A follow up on a plan of action to determine its effectiveness by original case manager and SAFE team.
9. The SAFE team will consist of:
 - a. Central Office Administrator
 - b. Building Administrator
 - c. School Nurse

- d. Guidance Counselor
 - e. Three teachers
 - f. Ad Hoc Members
 - g. Professional Staff – VISIONS, Comprehensive, Addiction, Prevention Services
10. All members of the SAFE team must have received training by an approved provider.

CONFIDENTIALITY

All information received and discussed by the SAFE team must remain confidential and cannot be shared outside of SAFE team meetings except as permitted in specific instances where permission has been granted.

Transportation Procedure



Student Responsibilities on the Bus

For your safety, the safety of others and the safety of the bus driver, students must adhere to the following rules:

1. Obey all directions and requests of the bus driver. The bus driver is in charge of the students and the bus.
2. Remember that your safety, even your life depends upon the driver, never distract or disturb the driver.
3. Be on time for your bus in the morning and the afternoon.
4. Ride the bus to which you are assigned. No student will be permitted to ride another bus unless he/she brings a note from the parent/guardian and with permission from the principal. Notes must be presented to the school office prior to homeroom period. Notes from both parents are necessary for one student to ride the bus to the home of another student.
5. Approach the bus only after it has come to a complete stop.
6. Board the bus one person at a time; do not crowd around the bus or push one another.
7. Take your seat promptly and face the front of the bus at all times; do not stand while the bus is in motion. The driver has the right to assign seats.
8. Be considerate of the driver and other passengers. Keep conversation at a low volume; do not make unnecessary noise. Keep your hands inside the bus at all times. No waving out the windows or throwing objects from the bus,
9. Maintain orderly behavior that promotes the safe operation of the bus. Profanity, smoking, and/or fighting will not only result in the suspension of bus privileges but also in the appropriate disciplinary procedures according to the discipline policy.
10. Get off the bus at your stop. Move away from the bus promptly; go directly to your home.

Remember that riding the school bus is a privilege, not a right. You may lose the privilege for misconduct or violation of regulations.

JEFFERSON-MORGAN ELEMENTARY SCHOOLWIDE TITLE I

Dr. Brandon W. Robinson
Superintendent



Jennifer R. Foringer
Business Administrator

1351 Jefferson Rd., P.O. Box 158, Jefferson, PA 15344
Phone: 724-883-2310 - Fax: 724-883-4942

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

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

Your child attends *Jefferson-Morgan Elementary*, 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 *Jefferson-Morgan Elementary*, 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 **Samuel Silbaugh** at *Jefferson-Morgan Elementary* at 724-883-2310 x 1213, or email me at ssilbaugh@jmsd.org.

Sincerely,
Samuel Silbaugh
Elementary Principal/Federal Programs Coordinator

Dr. Brandon W. Robinson
Superintendente



Jennifer R. Foringer
egociosde administrador

1351 Jefferson Rd., P.O. Box 158, Jefferson, PA 15344
Phone: 724-883-2310 - Fax: 724-883-4942

Derecho de los padres para conocer la información como lo exige la Primaria y Asistencia a la Educación Secundaria (ESEA) [Sección 1112 (e) (1) (A)] y la Ley de cada estudiante [Sección 1112 tiene éxito (e) (1) (a)]

Estimado padre (s) / tutor legal (s):

Su hijo asiste a **Jefferson-Morgan-primaria**, la cual recibe fondos federales de Título I para ayudar a los estudiantes en el cumplimiento de los estándares estatales. A lo largo del año escolar, vamos a ser que le proporciona información importante sobre esta ley y la educación de su hijo. Esta carta le informa acerca de su derecho a solicitar información sobre las calificaciones del personal de la clase de trabajo con su hijo.

En **Jefferson-Morgan** Primaria, estamos muy orgullosos de nuestros maestros y sentimos que ellos están listos para el año escolar y que están preparados para darle a su hijo una educación de alta calidad. Como una escuela de Título I, debemos cumplir con las regulaciones federales relacionadas con las acreditaciones de maestros como se define en ESEA. Estas regulaciones le permiten aprender más sobre el entrenamiento y credenciales de los maestros de su hijo. Estamos encantados de proporcionar esta información a usted. En cualquier momento, usted puede preguntar:

- Si el maestro cumplido con los requisitos estatales y los requisitos de certificación para el nivel de grado y materia que él / ella está enseñando,
- Si el maestro recibió un certificado de emergencia o condicional a través del cual se le exime de los requisitos del estado, y
- qué grado o de postgrado grados, el maestro tiene certificados de grado y niveles superiores, y las principales (s) o zona (s) de la concentración.

También puede preguntar si su hijo recibe la ayuda de un asistente de maestro. Si su hijo recibe esta ayuda, podemos proporcionarle información acerca de las calificaciones del auxiliar.

La Ley Cada estudiante tenga éxito (ESSA) que fue firmado como ley en diciembre de 2015 y vuelve a autorizar la Ley de Educación Primaria y Secundaria de 1956 (ESEA) incluye, además, derecho a conocer las solicitudes. En cualquier momento, los padres y los miembros de la familia pueden solicitar:

- Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y procedimientos para optar a cabo, e
- información sobre las evaluaciones necesarias que incluyen
 - la materia probada,
 - el propósito de la prueba,
 - la fuente de la obligación (si procede),
 - cantidad de tiempo que lleva a los estudiantes para completar la prueba, y la
 - hora y el formato de difusión de los resultados.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que él / ella necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros maestros y asistentes se reúnen los requisitos del estado de Pensilvania aplicables.

Si usted tiene alguna pregunta acerca de la asignación de su hijo a un maestro o auxiliar, póngase en contacto con **Samuel Silbaugh** en el **Jefferson-Morgan Primaria** al **724-883-2310 x 1213**, o por correo electrónico me ssilbaugh@jmsd.org.

Atentamente,
Samuel Silbaugh
Primaria Director / Coordinador de Programas Federales

Jefferson-Morgan Elementary
TITLE I
SCHOOL – PARENT – STUDENT COMPACT
Updated May 4, 2026 PTO Meeting

The School Parent Compact is jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State’s high standards (*ESSA, Section 1116(d)*).

Jefferson-Morgan Elementary

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.
- 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. (*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.

Jefferson-Morgan Elementary Parents

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

- Volunteering in their child’s classroom
- Supporting their child’s learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- 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.

Jefferson-Morgan Elementary Students

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/class 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.

LEA Parent And Family Engagement Policy

Section 900 Community

Title I Parent and Family Engagement

Code 918

Status Active

Adopted March 18, 2019

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[\[1\]](#)[\[2\]](#)

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its schools with a Title I program to:[\[1\]](#)

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.[\[3\]](#)
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:

<https://go.boarddocs.com/pa/jeff/Board.nsf/Public# 1/7>

6/23/25, 10:18 AM BoardDocs® LT Plus

- a. Distributed in writing to all parents and family members.
 - b. Incorporated into the district's Title I Plan.[\[3\]](#)
 - c. Posted to the district's publicly accessible website.[\[4\]](#)
 - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English

proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[\[1\]](#)[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[\[1\]](#)[\[3\]](#)

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.[\[5\]](#)

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.[3.](#) A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.[\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. Volunteer in their child's classroom.[\[6\]](#)
2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time. **Guidelines**

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]](#) [\[3\]](#)

At these meetings, parents and family members shall be provided:[\[1\]](#)

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.

Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.

6/23/25, 10:18 AM BoardDocs® LT Plus

Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.

Analyze and share the results of the Title I Parent/Family Survey.

Post school performance data on the district's website.

Distribute and discuss the School-Parent and Family Compact.

Host various parent and family nights at each school building with a Title I program.

Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.

Actively recruit parents and family members to participate in school review and improvement planning.

Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school level trainings to promote understanding of school data, comprehensive plans and the budgeting process.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]](#)[\[3\]](#)

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[1]

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.[2][7]
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
 - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.

<https://go.boarddocs.com/pa/jeff/Board.nsf/Public# 4/7>

6/23/25, 10:18 AM BoardDocs® LT Plus

- b. Using technology, including education about the harms of copyright piracy, as appropriate.[8]
 - c. Providing information, resources and materials in a user friendly format.
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.[9]
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.[1][5][10][11][12][13][14][15]
5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. Adopt and implement model approaches to improving parent and family engagement.
7. Engage community-based organizations and businesses in parent and family engagement activities.

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:[1][5][10][11][12][13][14][15]

1. Involving district and program representatives to assist in identifying specific parent and family member needs.

2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[1]

The evaluation shall identify:[1]

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

<https://go.boarddocs.com/pa/jeff/Board.nsf/Public# 5/7>

6/23/25, 10:18 AM BoardDocs® LT Plus

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[1]

School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:[1]

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.[6]
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.[6]

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[1]

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[\[1\]](#)

Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.[9]

Supporting programs that reach parents and family members at home, in the community, and at school.

Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

6/23/25, 10:18 AM BoardDocs® LT Plus

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

TRAFFIC PROCEDURE

Between **8:00 AM - 8:35 AM AND 2:45 PM - 3:45 PM** the Elementary driveway is restricted to **School Bus and School Van traffic, ONLY.**

In the morning, parents may drop off their child at the **side entrance, going into gym**, of the Elementary School from 7:30 AM – 8:35 AM.

Parents picking up students or escorting students into the building **MUST WALK** into the Elementary School front door entrance and report to the office.

THIS PROCEDURE IS FOR THE SAFETY OF ALL OUR CHILDREN. VALUABLES



All valuables are the responsibility of the students. Students should not bring large amounts of money to school at anytime. Keep all valuables on your person at all times.

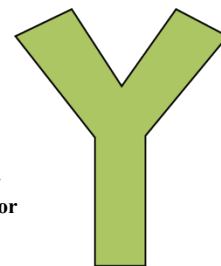
Do not leave any money in your desk or any accessible place.



VISITATION

Any person wishing to visit the school is required to check in with the office. Scheduled parent/teacher conferences will be handled in this same manner. Teachers cannot take time for conferences during instructional time. Pre-arranged conferences should be made with the individual teacher.

YOUTH EXPERIENCING HOMELESSNESS



Dr. Brandon W. Robinson
Superintendent



1351 Jefferson Rd., P.O. Box 158, Jefferson, PA 15344
Phone: 724-883-2310 - Fax: 724-883-4942

Jennifer R. Foringer
Business Administrator

August 24, 2026

Dear Parents and Guardians:

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), (Jefferson-Morgan School District) is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact (Samuel Silbaugh, Homeless Liaison, @ 724-883-2310 x 1225).

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Samuel Silbaugh
Elementary Principal/Homeless Liaison

Jefferson-Morgan is an Equal Opportunity Employer

**JEFFERSON-MORGAN SCHOOL DISTRICT
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

Mrs. Kern,

_____ must receive the following prescribed medication during school hours in order to maintain sufficient health to participate in the school program.

Name of medication _____

Prescribed dosage _____

Time schedule _____

Length of time _____ days _____ months _____ indefinitely _____

Possible side effects _____

Signature of Physician _____ Date _____

I do hereby release, discharge and hold harmless the Jefferson-Morgan School District, its agents and employees; from any and all liability and claim whatsoever for the administration of the above medication to my child should there develop a reaction from the medication.

Signature _____ Date _____

Jefferson-Morgan Elementary School
Discipline Plan Parent Form
2026/2027

Parents,

Please read the Discipline Plan carefully. If you have any questions, please call the school, and speak to the elementary principal. If you do not have any questions, please check one of the bottom responses, take this sheet out of the Handbook, and return it to your child's teacher. If you have more than one child just complete one of these and give it to your most responsible child.

Yes, I have read the Student Handbook.

Yes, I will pick up my child or have another family member pick up my child if he/she receives after school detention.

No, I will not pick up my child and I understand that his/her behavior will result in an Out of School Suspension.

Parent/Guardian's signature: _____

1. Child's name: _____

Teacher _____

2. Child's name: _____

Teacher _____

3. Child's name: _____

Teacher _____

4. Child's name: _____

Teacher _____

Elementary Student Handbook Revisions – 2026-2027 School Year

Student Wellness

- **Energy drinks are not permitted at the elementary school.** Students may not bring or consume energy drinks during the school day.

Student Dress and Appearance

- Face paint is not permitted during the school day.

Attendance

- **Medical excuses will only be approved for the specific dates identified by the healthcare provider.** Students will only be excused for the days expressly stated on the doctor's note. Additional absences require additional documentation.

Attendance

- **Medical excuses will only be approved for the specific dates identified by the healthcare provider.** Students will only be excused for the days expressly stated on the doctor's note. Additional absences require additional documentation.

Electronic Device Procedures

- TBD

Board Action Item:

Request approval of the changes and the full 2026-27 middle/high school handbook.



May 1st, 2026

Mrs. McCombs
Jefferson Morgan School District
1351 Jefferson Road, Box 159
Jefferson, PA 15344

Dear Mrs. McCombs,

Please find enclosed Cornerstone Care Inc.'s bid for the School Dentist as solicited for Jefferson Morgan School District's 2026/27 school year.

Cornerstone Care, Inc. proposes to provide Dental Examinations by a licensed dental provider, for the aforementioned school year for the fee of:

Nine Dollars (\$9.00) per Dental Examination

Mutually convenient sessions will be scheduled with the School District to satisfy requirements.

If you should have questions regarding this proposal, please contact me.

Sincerely,

Eric Lawlor,
Chief Financial Officer



May 1st, 2026

Mrs. McCombs
Jefferson Morgan School District
1351 Jefferson Road, Box 158
Jefferson, PA 15344

Dear Mrs. McCombs,

Please find enclosed Cornerstone Care Inc.'s bid for the School Physician as solicited for Jefferson Morgan School District's 2026/27 school year.

Cornerstone Care, Inc. proposes to provide PA mandated school physicals and pre athletic exams by a licensed medical provider (Physician, Physician Assistant, or Nurse Practitioner) for the 2026/27 school year for the annual fee of:

\$12.00 per Physical

Mutually convenient sessions will be scheduled with the School District to coincide with the multi-sport seasons, in addition to, the mandatory student physicals. Any applicable physicals that need to be performed at any of our offices because the student/athlete missed the scheduled sessions at the school will be charged the applicable office fees for that type physical.

If you should have questions regarding this proposal, please contact me.

Sincerely

Eric Lawlor,
Chief Financial Officer

**AGREEMENT BETWEEN
CORNERSTONE CARE INC.
AND
JEFFERSON MORGAN
SCHOOL DISTRICT**

THIS AGREEMENT, effective immediately as of June 1, 2026 by and between CORNERSTONE CARE INC. (hereafter the "School Physician") a business with its corporate office located at 7 Glassworks Road Greensboro, PA 15338, existing and operating under the laws of the Commonwealth of Pennsylvania, and the JEFFERSON MORGAN SCHOOL DISTRICT, a public school district, organized and operating under the laws of the Commonwealth of Pennsylvania, with its administrative offices located at 1351 Jefferson Road, Box 158 Jefferson, PA 15344 (hereafter the "School District"),

WHEREAS the School District recognizes and acknowledges that its students require school physicals in accordance with Pennsylvania law.

WHEREAS the School District recognizes and acknowledges that its students require school dental examinations in accordance with Pennsylvania law.

WHEREAS the School District recognizes and acknowledges that some students may require immediate medical treatment for acute events that occur during school.

WHEREAS the School District wishes to employ a school physician(s) or other licensed medical provider to serve the medical needs of its students.

WHEREAS the School District wished to employ a school dentist(s) to serve the dental needs of its students.

WHEREAS Cornerstone Care, Inc. employs physicians and dentists who are qualified and willing to fulfill the role as the school's physician and school's dentist.

NOW, THEREFORE, and in consideration of the mutual covenants contained in this Agreement, and Intending to be legally bound, the parties agree as follows:

Service Provided by Cornerstone Care, Inc.:

A. Physician Services (If applicable based on current executed proposal)

1. Cornerstone Care, Inc. will provide a school physician or other licensed qualified medical provider to be available to consult with the school nurses and/or administration regarding student medical issues. The physician will provide standing orders as appropriate.
2. Cornerstone Care, Inc. will provide school physician or other licensed qualified medical provider and will conduct the annual State mandated student and/or athletic physical examinations to the school district's student athletes and/or faculty as needed. Cornerstone Care, Inc. will conduct the physicals on date(s) agreed upon by both parties
3. Cornerstone Care, Inc. will provide school physician or other licensed qualified medical provider who will provide on-site coverage for all home football games

B. Dental Services (If applicable based on current executed proposal)

1. Cornerstone Care, Inc. will provide a PA licensed Dentist, or licensed qualified dental professional to perform the PA State mandated dental exams. Mutually convenient sessions will be scheduled with the School

District to satisfy requirements.

II Responsibilities of School District:

- A. The School District shall be responsible for providing space in which the Physician or Dentist will perform all necessary agreed upon services.
- B. As needed, the School District will secure parental consent for the school physicals or dental exams, and/or applicable record releases

IV. Term of Agreement

This agreement shall begin immediately and shall continue in perpetuity but can be cancelled with 30 days' notice without penalty by either party.

V. Compensation.

For each physical or dental exam performed by the School Physician or School Dentist, the School District shall pay Cornerstone Care, Inc. based on the current signed proposal in effect.

Cornerstone Care, Inc. will invoice the School District based on the terms as set forth in the proposal agreed upon annually. Payment will be due within 30 days of the invoice date.

VI. Licensure and Liability Insurance:

Before any physician employed by Cornerstone Care, Inc. provides any services pursuant to this Agreement, Cornerstone Care, Inc. will provide evidence that each such Individual is licensed as a medical professional under Pennsylvania law, and that each such Individual has professional Liability Insurance coverage as required by law. In addition, each such individual shall provide a satisfactory criminal record check (Act 34), child abuse (Act 33) clearance to the School District and Act 114 FBI Fingerprint Criminal Background check.

VII. Indemnification:

Hospital agrees to Indemnify and defend School District against and hold School District harmless from any liability, loss, damage, cost or expense (Including attorney fees) based upon any claim, demand, suit or action by any person or entity with respect to any personal Injury (Including death) or property damages, from any cause whatsoever with respect to Hospital or the Premises, except for liability resulting from the willful acts or gross negligence of School District, its employees, agents, Invitees or business visitors to the fullest extent permitted by law.

School District agrees to indemnify and defend Cornerstone Care, Inc. against and hold Cornerstone Care, Inc. harmless from any liability, loss, damage, cost or expense including attorney's fees based upon any claim, demands, suit or action by any person or entity with respect to any personal Injury (Including death) or property damages from any cause whatsoever with respect to Cornerstone Care, Inc. or the premises, except for liability resulting from the willful acts or negligence of Hospital Its employees, agents or businesses, visitors to the fullest extent permitted by law.

VII. Confidentiality:

Each party recognizes the need for confidentiality of student academic and medical records and agrees to share Information from such records only as

necessary to Cornerstone Care, Inc. performance of the services to be provided pursuant to this Agreement.

Cornerstone Care, Inc. and School District shall ensure that its directors, officers, employees, contractors, and agents do not use Private Health Information received from Hospital clinical data in any manner that would constitute a violation of the privacy standards of HIPPA.

VIII. Early Termination of Agreement:

This Agreement may be terminated by either party for any reason or for no reason whatsoever upon thirty (30) days written notice. Cornerstone Care, Inc. shall be entitled to payment for services completed prior to the date of termination.

IX. Miscellaneous:

This agreement will be governed by the laws of the Commonwealth of Pennsylvania. Any litigation arising from this contract must be pursued in the Court of Common Pleas of Washington County, Pennsylvania.

IN WITNESS WHEREOF the parties have executed the Agreement the day and year first above written,

Jefferson Morgan School District

Printed Name / Title _____

Signature _____

Date _____

Cornerstone Care, Inc.

Printed Name/Title **Eric Lawlor, CFO**

Signature _____

Date _____



Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management - Vol II 2026
Code	716*
Status	Review

PURPOSE

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

DEFINITIONS

Integrated Pest Management (IPM) is the managed use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.[\[1\]](#)

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[2\]](#)

AUTHORITY

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[3\]](#)[\[4\]](#)

The Board shall adopt an IPM Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[2\]](#)[\[4\]](#)

The Board shall designate an employee to facilitate IPM for the district. The designated employee will be referred to as the district's IPM Coordinator or as otherwise specified at the district.

DELEGATION OF RESPONSIBILITY

The IPM Coordinator shall be responsible to implement the IPM Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[\[5\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[\[5\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in periodic training, as needed.

GUIDELINES

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An IPM Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled for district buildings and grounds, the district shall provide notification at least seventy-two (72) hours in advance in accordance with law, including:[\[5\]](#)

1. Posting a pest control sign in an appropriate area, at the place to be treated. The sign shall remain in place for at least two (2) days following each planned treatment.
2. Providing the pest control information sheet to all individuals working in the affected school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[\[5\]](#)

Legal

[1. 7 PA Code 128.2](#)

[2. 24 P.S. 772.1](#)

[3. 3 P.S. 111.21 et seq](#)

[4. 7 PA Code 128.1 et seq](#)

[5. 24 P.S. 772.2](#)

[7 U.S.C. 136 et seq](#)