East Coventry Elementary 610.469.5103
  Mr. Todd Oswald, Principal

East Vincent Elementary 610.469.5106
  Ms. Christine Seeley, Principal

French Creek Elementary 610.469.5104
  Dr. Malinda McKillip, Principal

North Coventry Elementary 610.469.5105
  Mr. Brad Bentman, Principal

West Vincent Elementary 610.469.5108
  Mr. Edward Smith, Principal
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Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying.

Definitions

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Student & School Procedures

Hours of Operation

Regular school day: 8:30 a.m. to 3:10 p.m.
Any student arriving after 8:30 a.m. will be considered tardy. Students who are tardy must report to the office before going to the classroom.

Early dismissal days: 8:30 a.m. to 11:50 a.m.
NO LUNCH is scheduled on early dismissal days. Kindergarten sessions are announced in advance if a.m. or p.m. attends that day.

Kindergarten sessions:
a.m. Session 8:30 - 11:15 a.m.
p.m. Session 12:15 - 3:10 p.m.

Two hours school delayed: please follow the modified Kindergarten schedule.
 a.m. Kindergarten will report from 10:30 a.m. – 12:15 p.m.
p.m. Kindergarten will report from 1:05 p.m. – 3:10 p.m.

Attendance

We expect that students will attend school on a daily basis. Each school district in Pennsylvania is expected to maintain at least a 90% daily attendance rate to make adequate yearly progress under the “Every Student Succeeds Act.” It is vital that children are in school and on time so that we can deliver the highest quality educational experiences.

There is rarely a year when we do not have to cancel school due to snow. Please factor in snow days when making summer vacation plans and review the District activities calendar on the District website to familiarize yourself with the days that school is in session. Removing students from school for vacation or other activities can be detrimental to their education. In addition, it may affect the standardized test scores by which the District is compared statewide to all other 500 Pennsylvania school districts.

Attendance Permitted

A school age child, residing in the District, is entitled to attend a District school except as otherwise provided in applicable law. A child’s district of residence is that in which the child’s parents or guardians reside. When the parents of a student reside in different school districts due to separation, divorce or other reason, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.

If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is living.
Attendance (District Policy # 204)

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

The District will enforce attendance rules in accordance with state law and this policy. School age shall be defined as the period of a child’s life from the earliest admission age for the district’s kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session.

Attendance Required

Except as otherwise provided in this policy, every compulsory school age child residing in the District, every migratory child of compulsory school age, and every child above compulsory school age enrolled as a student within the District is required to attend District schools when in session. A migratory child is a child of a migrant laborer temporarily domiciled within the District.

Compulsory school age refers to the period of a child’s life from the time the child enters school in first grade, which may be no later than the age of 8 years, until the age of 17 or graduation from high school, whichever occurs first.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or as otherwise authorized in accordance with this policy.

Excused Absence for Temporary Periods

The District considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Quarantine
- Family emergency
- Recovery from accident
- Required court attendance
- Death in family
- Participation in a project sponsored by a statewide or countrywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event

Refer to www.ojrsd.com
• Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. A penalty shall not be attached to an absence for religious holiday.
• Family education travel, with prior approval
• Educational tours and trips, with prior approval

**Temporary Absence for Illness or Other Urgent Reasons (District Policy # 204)**

Upon receipt of satisfactory evidence of mental or physical illness, death of a family member or friend, family emergency, medical or dental appointments, court appearance, or other urgent reasons (please refer to [District Policy # 204](#)), the building principal may excuse a student for a temporary period. The term “urgent reasons” shall be strictly construed and does not permit irregular attendance.

An excuse from the parent, guardian or emancipated minor student, acceptable to the building principal, is required in the case of each such absence. The excuse may be provided by telephone to the individual school attendance line (as confirmed by school attendance office), **FAX, with signature**, or written format in a manner acceptable to the building principal as specified in the school’s student handbook.

Absences shall be treated as unlawful until the district receives an excuse explaining the absence, to be received within three (3) school days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Failure to provide the **original** statement (a photo copy or facsimile will not be accepted) from a physician when requested **will** entitle the principal to classify the absence as illegal, or to exclude the student from school until the requested statement is presented.

**Health Care**

Upon written parental request, a student may be excused to obtain health care or therapy service if all of the following apply:

- The health care or therapy service is rendered by a practitioner licensed by Pennsylvania.
- It is not practical for the student to receive the service outside of school hours.
- The time of necessary absence from school involves minimum interference with the student’s regular studies.
- Approval may be granted or denied at the discretion of the building principal.

**Religious Holiday**

Upon written request by a parent/guardian, an absence for observance of a student’s religion on a day approved by the District as a religious holiday shall be excused. A penalty shall not be attached to an absence for religious holiday.

**Religious Instruction**
Students can participate in religious instruction program if the following conditions are met:

- The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, dates and hours of instructions.
- The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
- Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the date/hours of attendance. The district shall not provide transportation to religious instruction.

**Agricultural Fairs**

The District shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

**Non-School Sponsored Travel District Policy # 204 Regulation # 204A**

Upon written parental/guardian request, a student may be excused for non-school sponsored travel in accordance with District Policy 204/Regulation 204A. Forms requesting approval can be found on the school’s website.

The following guidelines shall apply to all non-school-sponsored travel:
All requests for non-school sponsored travel shall be submitted on the prescribed form to the building principal no later than one week prior to the first day of absence.

The following regulations apply to all non-school sponsored travel:
- There is a three-day limit to non-school sponsored travel per school year.
- Travel will not be approved if a student’s academic standing, attendance, or discipline record is deemed unsatisfactory by the administration.
- Travel will not be approved as an excused absence during the following time periods:
  - The first ten (10) school days at the start of the school year.
  - The last ten (10) school days at the end of the school year.
  - During standardized testing dates (PSSA, etc.).
- Teachers are NOT required to assign class work in advance for non-school sponsored travel. Students are required to make up all work within five (5) days of return from travel.
- Travel will be taken at no expense or liability to the School District.
- Travel days are not exempt from the total number of days of excused and unexcused absences.
- Activities such as auditions, athletic practices, etc., that determine participation in extracurricular performances or competitions will not be rescheduled.
- Parents/Guardians assume full responsibility for all potential academic and/or social consequences for their child(ren) as a result of travel.

**Only the Superintendent can give approval to any exception to these guidelines. Requests must be made in writing to the building principal.**
**Tutorial Work**

Upon written parental request, students receiving tutorial instruction in a field not offered in the district’s curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student’s regular program of studies.

**Other Absences**

The District will recognize other justifiable absences for part of the school day. These shall include:
- medical or dental appointments
- court appearances
- family emergencies
- other urgent reasons

**Excused Absence Other than for Temporary Periods**

On certification by a physician or submission of other satisfactory evidence, and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance shall be excused from school attendance.

**Private Tutoring**

Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent shall not be required to attend district schools, when the excusal does not interfere with the student's regular program of studies.

**Homebound Instruction**

Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education may be excused from school attendance.

**Make Up of Work Missed Due to Excused Absence**

In order to receive credit for work missed, students are required to make up all work missed during an excused absence in a timely manner.

**Procedures for Illegal Absences**

The District shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The District shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

**Removal from Student Membership Roll**
In accordance with Pa. Code § 11.24, children whose names are on the active membership roll and who are at any time absent from school for 10 consecutive school days during any school term shall thereafter be removed from the active membership rolls unless one of the following occurs:

1. The District has been provided with evidence that the absence may be legally excused.

2. Compulsory attendance prosecution has been or is being pursued.

Unexcused Lateness to School or Class

Each school within the district will distribute procedures and rules related to unexcused lateness to school or class, including the consequences for accumulating an unacceptable number of unexcused late arrivals within a marking period, semester, or school term. Unexcused lateness to school will be cumulative throughout the school year and will convert to days of illegal absence for purposes of enforcing school attendance and truancy.

Reporting and Documenting Absences

The Administration and Staff of the Owen J. Roberts School District recognize that a positive correlation exists between regular school attendance and student achievement. Therefore, parents/guardians are asked to be judicious in monitoring their student’s attendance patterns and records.

Parents/guardians must notify the school of their child’s absence prior to the start of the school day by calling the district’s attendance line (610-469-5688). However, written correspondence such as a signed parent note to the building attendance clerk or utilizing a fax will also be accepted. Parents should not email a teacher as it will not be accepted. All documentation of student absences, including a record of all telephone calls, will be maintained in the Attendance Office and shall be considered the official record.

Communications for student absences will only be accepted from parents/guardians. For those parents/guardians contacting the school by telephone, the procedures are as follows:

The evening before or by the start of the school day on the morning of the absence, the parent/guardian must call 610-469-5688.

The system will direct the call to the appropriate building. This phone contact will be recorded. At the tone, please state:

- your name
- your relationship to the student
- the student’s full name
- the student’s grade
- the reason for the absence or tardiness
- the teacher name, if known
- a return telephone number

If the student is absent for more than one day, the parents/guardians need to call the attendance line for each subsequent day.
In those cases where the student is absent and the parent has not called, the school will attempt to call the parent/guardian’s primary contact number and, if necessary, leave a message.

If an excuse for the student’s absence is not communicated to the school prior to the student’s return, an excuse note must be submitted within three (3) school days of returning to school. Failure to provide an excuse will result in the absence being classified as illegal for compulsory age students and unexcused for students who are beyond compulsory school age as defined by School Code and this policy.

**Excused Absences**

For an absence to be excused:

The Attendance Clerk must receive notification from the parent/guardian by the start of the school day. The reason for the absence must be stated via the telephone, to the attendance line, a written correspondence, or a fax with written signature. Failure to comply with these procedures may result in the absence being recorded as illegal. In these cases, the compulsory school attendance laws of the Commonwealth of Pennsylvania shall be applied accordingly.

Please note that the mere fact that a parent has provided an explanation for an absence does not necessarily mean that the absence is an excused absence.

Excused absences may be granted for illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, approved non-school sponsored travel, religious holidays, and exceptionally urgent reasons (approved by the building principal) which affect the child. Please refer to [(District Policy # 204)](https://www.ojrsd.com)

Such reasons as “missing the bus,” “car problems,” “personal,” “academic reasons,” or “oversleeping” are classified as illegal absences. Absences for other reasons may also be considered illegal.

**Illegal Absences**

If the parent/guardian has not called or submitted a form of written communication prior to the start of the school day on the day of the student’s absence, the absence will be documented as illegal. In addition, failure to meet the requirement of submitting a physician’s excuse for three (3) or more consecutive days of absence will result in the absences being classified as illegal. Please refer to [(District Policy # 204)](https://www.ojrsd.com)

An absence becomes an illegal absence for all students of compulsory age. A student who does not return to school shall be carried on the active attendance roll for a maximum of ten days. After the parent or guardian has been notified by the School District, the child will be withdrawn from the active attendance roll of the District.

**Tardiness**
Students arriving at school after 8:30 a.m. and before 11:45 a.m. will be considered tardy, and those arriving after 11:45 a.m. will be considered absent for the morning.

Students who are tardy MUST report to the office for an excuse card/pass before going to their assigned homeroom. **Students who are tardy will not be permitted into their classroom without a late slip.**

**Truancy**

Truancy means missing school without a lawful excuse. Truancy will be strictly enforced according to district (District Policy # 204), State Guidelines (BEC 24 PS 13-1327) and new mandates from the Courts of Chester County. If a child accumulates three (3) unexcused absences the parents will receive a letter from the school notifying them of this fact and a truancy elimination plan may be developed with school administration and/or school guidance counselor. Upon the subsequent fourth (4th) unexcused absence, a citation will be filed with the local magistrate. Parents/guardians and/or students could face fines of up to $300 per day.

**Publishing Student Work or Pictures**

Use of Student Images
During the course of the year, the Owen J. Roberts School District will inform the community of the accomplishments of our students, school programs, activities, athletic competitions, and special events. This written and photographic material is used in newsletters, books, newspapers, annual reports, videos and on the school district website. These communication formats are used to bring recognition to the individuals, groups or programs and to publicize their achievements.

**At the beginning of each school year, parents have the ability to elect whether or not they wish to have their son/daughter’s information publicized.**

**Use of Student Work**

Students often produce work that may be displayed in public forums including, but not limited to, artwork, written documents, science/social studies projects, etc. When displayed, the student's name and school are sometimes given. If you do not want your child's work displayed in such a manner, please notify your child's school in writing.

**Emergency Contact Information for Students**

It is extremely important that all emergency contact information as well as health related information be up to date in the event of an emergency situation. All parents/guardians must update this important information updated using Infosnap. Please review and update this information at the beginning of each school year during the designated online registration dates. To start this process navigate to the OJRS defense website, click the “Back to School” link and follow the instructions.

**Information Change**
If you have to change your telephone number, cell phone number, and/or email address during the year, please notify the school office by phone, email, fax or in person. This is extremely important in the event that we need to reach you in an emergency situation.

Approved Proof of Residency List

When moving within the Owen J. Roberts School District, parents must submit 1 valid proof of residency from each list below.

List A

Completed and current residential lease  
Signed Settlement Agreement  
Deed  
Property Tax Bill (Current Year)  
School Tax Bill (Current Year)  
Mortgage Statement (30-60 Days)  
Military Housing Letter

List B

Utility Bill (within 30-60 days)  
Electric (PECO, MetEd)  
Cable (Comcast, Verizon)  
Phone, Landline Only (Verizon or Comcast)  
Garbage (AJ Blosenski, Diamond)  
Sewer, Water (Township Bill)  
Vehicle Registration with District Address  
With valid PA License or ID

List C

Valid PA Driver’s License  
Valid PA Photo ID  
Passport

Telephone Message

In our efforts to limit interruptions to educational instruction, telephone message from a parent/guardian to a student will not be delivered unless there is an emergency. If you wish a student to remain at school for any reason and not go home on the school bus, a signed written note is required.
Visitors

To assure the integrity of the instructional program and provide for student safety and security, all visitors MUST sign in at the main office with a valid driver’s license and obtain a visitor’s badge. Teachers may periodically request parent/community volunteers to support instructional activities and special events. For the security of all children, parents/guardians cannot visit classrooms or the cafeteria without prior approval by the teacher and principal. (Please see section below regarding Volunteering to Assist in School.)

Personal cell phone use is discouraged while in the building. To minimize distractions to the instructional program, all visitors are asked to place cell phones in “off” or “vibrate only” mode.

Visitor Management System (Raptor)

When visitors, volunteers or contractors check-in, they will be asked to present a valid state issued ID for entering into the visitor management system. This will usually be your driver’s license. The system has the ability to alert school personnel of people who may jeopardize the safety of the campus.

Purpose of the System: To protect the students, faculty and visitors at our school campuses.

What Data Is Used: Public sex offender data base information is used to screen visitors to our schools, as well as private alert data entered by the school on custody issues and restraining orders. This is NOT a background search—no other criminal information is searched or provided such as traffic tickets, warrants, felonies, etc.

Privacy Policy: The data collected is exclusively for the use of the school, school district and law enforcement only. This information is NOT sold or shared with any outside sources.

We feel certain this will help us keep our schools safer, and ask for your cooperation in presenting your valid state issued ID when checking in at the school. Thank you in advance for your help in this matter.

Volunteering to Assist in School (District Policy # 916)

The District recognizes that the talent, skills, and experience of community members can help enrich student educational and extracurricular activities. The district will involve volunteers as appropriate for the benefit of students and the district.

Subject to various legal requirements, the Board is authorized to adopt reasonable rules regarding school affairs.

To assure the proper support for volunteer programs of the District please read the following policies and regulations:

District Policy #916 and District Policy # 916A

Prior to entering areas in school buildings where student contact is likely, and prior to serving as a volunteer or unpaid assistant, all visitors, volunteers, and unpaid assistants shall complete Raptor screening. All volunteers are required to submit a standard application. The application will be maintained in the building’s file. As part of that application, each applicant shall complete Raptor (or other such building level security program that may exist). The building principal shall maintain a record of the names, a brief description of the services performed by the volunteer, Raptor results, and the clearances submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving to assist coaches.

The records shall be maintained for a period of (5) years.
Volunteers must acquire and/or submit the following clearances along with the Raptor screening prior to providing volunteer services:

**Volunteer Application**

**PA State Police Criminal History Report** – dated no more than one year prior to the application date

**PA Department of Human Services Child Abuse Report** – dated no more than one year prior to the application date

**Federal Criminal History Report or Exemption from FBI clearance form if you have been a PA resident throughout the entirety of the previous 10-year period** – dated no more than one year prior to the application date

**PDE-6004 Arrest/Conviction Report and Certification Form** – dated as of application date – This is a written statement that the individual has never been arrested or convicted of certain crimes specified in 24 P.S. § 1-111.

**Transfers Out of District**

When it is known a child will be leaving the Owen J. Roberts Schools, parents/guardians must notify the school office. Parents/guardians will be requested to sign a release of records form, which gives permission for the District to send the child's records to the receiving school. School records are then mailed to the new school upon request.

**Lost Books**

The student is responsible for the return of books in good order. Should a book be lost or show evidence of misuse, or willful or negligent damage, the student shall be charged for such loss or damage. A discount of 20% is allowed for each year the book has been in use.

**Student Records**

Student records are open to parents/guardians and available for inspection by appointment through the school guidance office.

**Appropriate School Attire Expectations**

Parents/guardians are expected to monitor their children's choices each morning. As a general rule, students are expected to wear clothing that is appropriate, clean, and does not offend. Students are expected to wear clothing that is not ripped or frayed, and shoes that cover the feet. Students may wear shirts with at least a two-inch shoulder strap (no spaghetti straps or muscle shirts). Tops may not be low cut or exposing. Bare midriffs and bare backs are not permitted. Length of shorts should be at mid-thigh and shoes should cover the feet. **For safety reasons, flip-flops are not permitted to be worn at the elementary level.** Shirts that promote the use of tobacco, drugs or alcohol, depict violent acts, or are offensive, either sexually or toward any group of individuals, are not permitted. In the event that a child is dressed inappropriately for school, and this is rare, we will call the parent/guardian and ask that a proper change of clothing be brought to school for the child. In
order to avoid this embarrassment, we ask that you discuss these expectations with your child and support our efforts in this matter.

**Breakfast, Lunch, Snacks**

**Breakfast:** An optional breakfast is available to students at a minimal cost. Breakfast will be served from 8:15 - 8:40 a.m. The breakfast menu changes daily and is distributed with the lunch menu.

**Lunch:** The traditional hot lunch is offered daily. In addition, alternative selections are offered. Children are also welcome to bring their lunch to school. Milk is available for purchase. Lunch menus are sent home monthly. Lunches may be purchased each day by cash, check (checks made payable to **Owen J. Roberts Food Service Account**), or by the Point of Sale system, **School Pay**. Please put the money for lunches in an envelope and write your child’s name, pin number, and amount of money enclosed on the outside of the envelope. If a student forgets or loses lunch money, the student may charge through the School Pay system. Charges should be paid promptly.

**Snacks:** A daily nutritional snack may be sent to school with your child. This helps maintain a consistent level of student energy and productivity throughout the school day.

**Free and Reduced Lunches:** Children from family whose income is at or below a certain level are eligible for free milk and free or reduced priced lunches. To apply any time during the year, contact your elementary school office or the Food Service office at the Warwick Building at 610-469-5127 for the appropriate application form or apply on-line on the district website or at **www.compas.state.pa.us**. Within ten (10) days of receiving your application the school will let you know whether your children are eligible to participate in this program.

**Transportation**

Prior to the start of the school year, student bus routes will be available for parent reference in Skyward Family Access. Students are required to physically be at their assigned stop five (5) minutes prior to pick-up. New families to the District will be contacted by the Transportation Department via mail or phone with their transportation information. Please remember that half-day kindergarten students are only bused one way – to school for a.m. students and from school for p.m. students. District policy states that children can only ride their assigned bus from their assigned stop location. Children are not permitted to board or depart the bus from another location without obtaining authorization, a bus pass, from the school building principal. Written notes presented to the bus driver from parents, guardians, or students cannot be accepted. Bus passes are only to be issued for pre-approved emergency situations that require your child to board the bus from a different location or to ride another bus. Parents/guardians are required to contact their child’s school principal in writing requesting a change. Prior authorization must be obtained at which time a Bus Pass is issued. An adult must accompany kindergarten students at the bus stop. Transportation guidelines require a parent/guardian to be physically present at the bus stop for kindergarten age children. In the event a

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Refer to [www.ojrsd.com](http://www.ojrsd.com)
parent/guardian is not physically at the bus stop to receive a kindergarten student, the child will remain on the bus and be taken back to the school. It is suggested that the parent/guardian accompany children under the age of twelve (12) to and from the bus stop. Parents/guardians are responsible for their child’s safety and behavior en-route to the stop and at the bus stop.

Children are required to adhere to the rules and regulations for riding the school bus.

**Waiting for the bus:**

Arrive at your assigned stop five (5) minutes prior to pick-up.
Students may only ride on their assigned bus from their assigned stop.
Wait in an orderly, quiet manner, respecting the property of others.
Wait at least ten feet from the road.
Students are to keep their hands, feet, and other objects to themselves.
Parents/guardians should accompany younger children.
Parent/guardian must physically accompany kindergarten students.

**While riding the bus:**

Obey and respect the directions from the driver.
Remain in assigned seat, facing forward at all times.
Throwing objects of any kind is prohibited.
Only open windows after obtaining permission from driver.
Hanging out of window or throwing objects out windows is prohibited.
Talk quietly, avoid loud, boisterous conversations.
No eating or drinking.

**When exiting the bus:**

Exit bus only at assigned stop.
Remain seated until the bus comes to a complete stop.
Only cross the road in front of the bus after directed to do so by the bus driver.
Never approach or go behind a school bus.
Remember the danger zone – keep at least ten feet from the bus.
Never go back to the bus to pick up anything.

**Some items that are prohibited from the bus:**

Animals, large musical instruments (except elementary size cellos), large school projects, any non-school related items ex: skate boards, roller blades, sleds, objects that could be harmful ex: knives, glass containers, sharp metal objects, look-alike/toy weapons, and anything that could block the aisle or not be secured by the student.

Students are discouraged from bringing personal electronic devices to school and in some cases are restricted with punitive consequences relating to regulation number: 237 A.

Remember riding the school bus is a privilege that can be revoked if the rules are not followed. Bus conduct reports are generated by the school bus driver to alert parents and children about infractions of the rules. Ensure you go over these rules with your children so they are aware of what is expected of them when they ride a school bus.
State regulations mandate that no person may enter a school bus without prior authorization from the school district and bus driver. Refusal to disembark from the school bus after being ordered to do so is classified as a third-degree misdemeanor offense and subject to a penalty of up to $2,500.00 or one year in prison.

**School Bus Surveillance Camera Notice**
Students and parents/guardians should be aware that school buses have cameras in order to monitor bus passengers. The cameras record sound and visual images. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions and words while on school buses will be recorded – and that they should have no expectation of privacy when riding school buses. Riding school buses constitutes consent to the audio and visual recordings by the surveillance cameras.

**Parent Transportation**
The following guidelines have been set for safety purposes. Strict adherence is strongly recommended.

**Arrival - drop-off:**
Children may be dropped off after 8:15 a.m. No supervision is provided prior to this time. Please stay in your car and allow your child to enter the building under the supervision of the school staff on duty. This will relieve the congestion of traffic at this time.
If you wish to speak to a member of the staff, drop your child off first. Park your car in the lot and enter the building through the lobby doors. The secretary will take a message for the individual you wish to contact. In addition, you may call the office to leave a message during the day.
If you have items to deliver to the classroom, please leave them in the office. We will deliver them for you.

**Dismissal - pick-up:**
If you are picking up your child at the end of the school day, you **MUST** send a note or a signed fax note prior to 2:00 p.m.
You will not be permitted to walk through the halls during dismissal.
If you plan to pick up your child on a regular basis, please send a note indicating this.
If you need to pick up your child prior to dismissal due to medical appointments, please send a note in the morning to your child’s teacher.

**Child-Care Transportation Services**
The Owen J. Roberts School District has developed guidelines pertaining to child-care transportation arrangements. A copy of the guidelines is available on the OJR transportation website or in the school office. Elementary students are eligible for child-care transportation services. The application for child-care transportation arrangements must be submitted annually for review and approval.

**Health Services**
Each Elementary school has a full time nurse to support students and staff.
The School Health Law requires physical examinations upon original entry into school and in grades 6 and 11. Dental examinations are required upon original entry and in grades 3 and 7. These examinations may be done by either the school physician or dentist, at no expense to the parents/guardians, or by the family physician or dentist at the parent's/guardian's expense. Your family physician will advise you about immunization. Family doctor/dentist examination forms are available from the school nurse.

Vision screening tests are given each year to every child. All children in grades K, 1, 2, 3, 7, and 11 are given a hearing test. A referral is sent home if any test is failed.

Each child is weighed and measured every year. A cumulative health record is kept for each child throughout his/her school career.

Parents/guardians of children who have health problems are advised on sources for care.

Care given in the school is limited to first aid in accidents and illness until the parent/guardian can be reached to take the child home, to the doctor, or hospital.

**Elementary School Nurse Contacts:**

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Kohler</td>
<td>East Coventry</td>
<td>610-469-5173</td>
</tr>
<tr>
<td>Amy DePaul</td>
<td>East Vincent</td>
<td>610-469-5186</td>
</tr>
<tr>
<td>Deb Weber</td>
<td>French Creek</td>
<td>610-469-5179</td>
</tr>
<tr>
<td>Annette Lemma</td>
<td>North Coventry</td>
<td>610-469-5182</td>
</tr>
<tr>
<td>Rebecca Kilfoy</td>
<td>West Vincent</td>
<td>610-469-1403</td>
</tr>
</tbody>
</table>

**Medical Information for Emergency Situations**

**Potassium Iodide Distribution**

The Commonwealth of Pennsylvania provides potassium iodide (KI) pills free of charge to school districts within a ten-mile radius of a nuclear facility.

KI is approved by the Food and Drug Administration to provide protection against thyroid disease, including thyroid cancer, in the event of a release of radioactive iodine.

Taken within the first few hours following a radiological release, KI will protect the thyroid gland. Distribution through the school system is given high priority because children are much more sensitive to the ill effects of radioactive iodine than are adults. KI should not be taken by anyone who is allergic to iodine.

State health officials will make an announcement if distribution of KI is necessary. At that time, all CHILDREN WILL BE GIVEN A THERAPEUTIC DOSE OF POTASSIUM IODIDE (KI).

If you do not want your child to be given the potassium iodide tablets, you must in writing inform your child's school nurse.

**Immunizations and Documentation**

The following immunizations and documentation (including month/ day/ year) are required upon entry into school:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
- 2 doses of measles, mumps, rubella ***
3 doses of hepatitis B
2 doses of varicella (chickenpox) or evidence of immunity

* Usually given as DTP or DTaP or DT or Td
** A 4th dose not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose
*** Usually given as MMR

ON THE FIRST DAY OF SCHOOL unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive the dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusions.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

Parents of unvaccinated children, please remember, should an outbreak of a communicable disease occur at (ie: Chicken pox, measles), which your child(ren) are not immunized against, your child(ren) would be excluded from attending school during the incubation period of the disease.

Pennsylvania’s school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

Contact your health care provider or 1-877 PA HEALTH for more information

**Student Wellness (District Policy #246)**

School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

A comprehensive nutrition program consistent with federal and state requirements.

Access at reasonable cost to foods and beverages that meet established nutritional guidelines.

Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standard.
The complete policy can be viewed on the district website.

**Student Birthdays and Holiday Celebrations**

Due to the many students with allergies and food reactions we are requesting that all birthday recognitions be non-food based. No birthday food treats should be sent to school. We do want to acknowledge student birthdays, but encourage parents/guardians to do so in other ways. For example, small items such as pencils or stickers for classmates or the donation of a book to the school or classroom library in honor of a child’s birthday would be appropriate. Thank you for honoring and respecting this request.

Holiday celebrations will be held in compliance with School Board Policy. These celebrations will be announced in advance in order for parents/guardians to be prepared in determining food choices with their children. Birthday celebrations are held randomly and do not allow for parent/guardian awareness prior to the event in the school setting, which contributed to the decision for birthday recognitions to be non-food based.

**BMI (Body Mass Index)**

The Pennsylvania’s Department of Health has revised procedures in growth screening for Pennsylvania’s school-aged children. In addition to height and weight, which has been part of the health screenings in Pennsylvania since 1949, the new regulations will now include the calculations of Body Mass Index.

Body Mass Index (BMI) is a screening tool used to assess underweight, overweight and the risk of overweight. BMI is calculated from body weight adjusted for height, age and gender. BMI in children is age and gender specific because body mass changes as children grow, and boys and girls differ in BMI as they mature.

According to the state guidelines, the purpose of the BMI is to:

- Monitor growth and development patterns of students.
- Identify students who may be at nutritional risk or who may have a common nutritional problem
- Notify parents/guardians of screening results with a recommendation to share findings with the student’s health care provider for further evaluation and intervention if necessary

Height, weight, and BMI will be measured during the District’s routine fall health screenings. After the school nurses have completed the BMI calculations, all parents/guardians may view their child’s height, weight, and BMI in Skyward.

**Medication Policy (District Policy # 210)**

If parents/guardians want the school nurse to give medication to their children while they are at school, the following guidelines must be observed:

Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and the written order of the prescribing physician which shall include the purpose of the medication, dosage, the time at which or special circumstances
under which medication shall be administered, length of period for which medication is prescribed, and possible effects of the medication. (District policy # 210)

Note: All medication must be brought to school by a parent or guardian. It must also remain in the original pharmacy or physician labeled container. Students are not permitted to transport medication in their school bags.

Authorization forms for school medication administration are available in the nurse’s office.

Pediculi (Lice) (District Regulation # 203A)

The Regulations of Communicable and Non-communicable Diseases issued by the Pennsylvania Department of Health states: “A student may return to school after he/she is judged noninfectious by the school nurse.” Because there are no criteria in the statement that define the term noninfectious, the district has developed guidelines based on data from the American Academy of Pediatrics and which follow the standard practice of the National Association of School Nurses.

Evaluation of Student

It is the position of the American Academy of Pediatrics and the National Association of School Nurses that the management of pediculosis should not disrupt the educational process. Children found with head lice will be referred to parents/guardians for treatment. The school nurse will advise the parents/guardians regarding appropriate treatment.

Those children who are most likely to have had head-to-head contact with the affected child may be checked for head lice. According to the American Academy of Pediatrics, “because of the lack of evidence of efficacy, classroom or school-wide screening should be strongly discouraged. Screening for live lice has not been proven to have a significant effect on the incidence of head lice in a school community over time.”

At the elementary level, a letter will be sent home to the parents/guardians of the children in the affected child’s classroom/grade level. Parents/guardians will be encouraged to check all children at home and provide treatment if necessary before returning to school the next day.

Readmission

The student will be readmitted to school after the first treatment has been administered. The parent/guardian may be required to provide proof of treatment (e.g., label of product used).

The school nurse will examine the head of the returning student to check for live lice. Students will not be excluded for the presence of nits, but the nurse may continue to monitor the student for signs of re-infestation.

Standards of Behavior
The goal of our schools is to develop self-discipline within each child. Classroom teachers, counselors, principal, and other support personnel are committed to helping children achieve this goal. Parents/guardians are encouraged to join us in this endeavor.

The faculty and staff are committed to providing the very best learning environment for all children. We constantly strive to create educational and social experiences that foster academic and personal growth for each student in challenging, caring, and safe schools.

We believe a positive school climate is one in which everyone, adults and students alike, demonstrates kindness, respect, consideration, and politeness to others. Within such a learning environment, individuals must assume responsibility for their own behavior. Consequently, a consistent system across the elementary centers that is educative rather than punitive has been adopted to address inappropriate student behavior. It focuses on acknowledging positive behavior and assisting students to think of the consequences of the decisions, or choices, they make daily.

**Student Behavior Expectations**

All students are encouraged and taught to be responsible for their own school behavior. Student behavior expectations in the school environment are communicated by the principal and staff during the first week of school and are reinforced throughout the school year. All elementary schools operate on the pillars of character of trustworthiness, responsibility, respect, fairness, citizenship, and caring.

**School-wide Expectations**

Students will:
not bully, hurt, embarrass, or humiliate other students, physically or verbally
keep hands and feet to ourselves and respect others’ personal space
respect the rights, person, and property of others
enter and leave the room or building in an orderly fashion
talk quietly
walk in the building
talk without using “bad” language
care for school property
leave toys at home
remove hats when entering the building

**School Bus Expectations**

Students will:
collapse the handle of a “rolling book bag” and carry it onto the bus
stay in seat and face the front while the bus is in motion
use indoor voices
enter and leave the bus in an orderly manner
keep hands, arms, and objects inside the bus
follow the bus driver’s directions the first time they are given
bring only school related items on the bus

**Playground Expectations**

Students will:
treat everyone in a safe and helpful way
use equipment safely
display positive sportsmanship
follow the staff members’ directions the first time they are given

**Cafeteria Expectations**

Students will:
use appropriate and polite table manners
wait to be excused
be responsible for cleaning up after themselves
talk quietly
follow staff directions the first time they are given
make sure to receive adult permission to use the restroom prior to leaving the cafeteria

**Lavatory Expectations**

Students will:
use equipment properly
use sinks and soap properly
use paper products properly
flush completely once
keep feet on the floor (no climbing or playing)
respect other’s privacy

**Assembly Expectations**

Students will:
sit quietly
look at and listen to the speaker
be respectful to the speaker and audience

**Student Discipline (District Policy #218)**

**Level 1:** Minor misbehaving which impede orderly classroom procedures or interfere with orderly operation of the school, including but not limited to the following:

Teasing
Not using equipment properly
Running in the hallway
Disruptive behavior
Poor sportsmanship
Not following directions
Disrespect (property, physical, verbal, etc.)
Inappropriate physical contact (horseplay)

Disciplinary infraction and consequences will be addressed including, but not limited to, the following:

Verbal reprimand
Indicate on classroom behavior management system
Time out / think time
Loss of privileges
Parent notification
Counseling

**Level 2:** Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, including but not limited to, the following:

Bathroom misbehavior
Bullying (Repeated teasing)
Repeated disrespect
Chronic misbehavior (more than 2 times)
Obscene language or materials
Bus referral
Physical behavior toward another student or staff (simple and/or first time offense)
Repeated or serious Level 1 misconduct
Destruction of school property
Other unacceptable behavior

Disciplinary infraction and consequences will be noted on a student citation form and will be addressed including, but not limited to, the following:

Indicate on classroom behavior management system
Parent/guardian notification
Behavior modification plan (for repeated behaviors or chronic behaviors, consider an FBA or referral)
Counseling
Time out/think time
Loss of privileges
Detention
In-school suspension
External suspension

**Level 3:** Misbehavior directed against persons or property or continued misbehaviors, which defy remediation at Level 2, including but not limited to, the following:

Repeated or serious Level 1 and 2 misconduct
Bus referral
Forgery
Theft
Serious physical behavior toward another student or staff
Assault
Vandalism
Drugs/Tobacco
Unlawful harassment
Violent threats
Weapons
Terroristic threats or acts
Any other serious, unacceptable behavior that results in injury or damage to another person or property or poses a threat to the safety of others in the school or to the security of the school or to the security of the school environment, or that otherwise constitutes serious misconduct.

Disciplinary infraction and consequences will be noted on a student citation form and will be addressed including, but not limited to, the following:

Indicate on classroom behavior management system
Parent/guardian notification
Counseling
Time out/think time
Loss of privileges
Detention
In-school suspension
External suspension
Behavior modification plan (for repeated behaviors or chronic behaviors, consider an FBA or referral)
Consequences determined according to District Policy

This code defines prohibited conduct. The conduct is prohibited if it occurs on school property, while using School District approved transportation, during participation in or attendance at a school-related activity anywhere, while traveling to and from school or school-related activities, at any time or place if the conduct has an adverse impact on the school community, or while the student is otherwise under the school jurisdiction. For transfer students, if sanctions imposed by a prior school are deemed insufficient or if additional steps are appropriate for protection of the safety of the school community, disciplinary steps including expulsion may be implemented based on conduct that occurred while the student was enrolled at a prior school.

This code provides guidelines to students, school employees, and administrators, but will not under any circumstances be considered a limitation on the authority of school employees, administrators, or the school board to define misconduct and determine the appropriate punishment for any particular misconduct. The misconduct listed under each level shall not be considered exclusive, but merely provides examples of misconduct that may be considered under the specified level. Depending on the circumstances, misconduct listed under a particular level may be treated as a higher-level offense, and a student may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level II or Level III. The penalties set forth should be considered minimum penalties for designated offenses.

Safety & Security
Recognizing the ever-increasing need for security in today’s schools, the Owen J. Roberts School District has embraced its responsibility to both school and community by instituting a variety of proactive security measures. These initiatives have been designed to provide a safe and secure environment wherein students and staff can safely and effectively pursue the educational goals of the district.

Security measures have been implemented throughout the school district including the use of security cameras and door access control systems that have been installed in each of our schools. Safety and security procedures are continuously reviewed and practiced throughout the school year. In addition, a thorough safety and security assessment of each school in the district is completed annually and recommendations are addressed.

Security is the shared responsibility of administrators, teachers, staff, students and parents/guardians. Working together ensures the safety of each individual within the school district.

Because of the need for safety in our schools there are four (4) very important policies all students and parents/guardians must understand. The policies on student complaint process, anti-harassment, and weapons are included here in their complete text, as is a summary of the Computer Use Policy.

**Student Complaint Process (District Policy #219)**

**Purpose**
The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

**Definition**
For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.

**Procedure**
The Board or its employees will recognize the complaints of the students of this District provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

- the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he has been adversely affected; the relief sought by the student; and the reasons why the student feels s/he is entitled to the relief sought.
The complaint may then be submitted to the building principal with a suitable period of time allowed for the hearing of the complaint and the preparation of a response. The student shall be afforded the opportunity to be heard personally. If the complaint is not satisfactorily resolved, the student may repeat the appeal process to the Superintendent.

**Nondiscrimination in School and Classroom Practices (District Policy #103)**

**Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventable action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district’s legal and investigative obligations.

**Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

**Definitions**
Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:
Sufficiently severe, persistent or pervasive; and

A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school. Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:
Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
Such conduct deprives a student of group of individuals of educational aid, benefits, services or treatment; or
Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.
Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility
In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. All Nondiscrimination notices or information shall include the position, office address and telephone number and email address of the Compliance Officer.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district’s nondiscrimination procedures in the following areas:
- Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
- Resources- Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
- Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
- District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
- Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
- Complaints - Monitor, track, and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:
- Refer the complainant to the Compliance Officer to carry out these responsibilities if the building principal is the subject of the complaint.

Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.

Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and
community health resources including counseling resources.

Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.

After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

**Guidelines**

**Complaint Procedure – Student/Third Party**

**Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of the complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district’s report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

**Step 2 - Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.
The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

**Step 3 - Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, and whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

**Step 4 – District Action**

Refer to www.ojrsd.com
If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

The individual receiving the appeal shall review the investigation and the investigation report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

**Nondiscrimination – Qualified Students With Disabilities (District Policy # 103.1)**

**Authority**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.
The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

**Definitions**

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.[10]

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Pupil Services as the district’s Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district’s website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district’s responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.

**Guidelines**

Identification and Evaluation
The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district’s IDEA child find efforts, in order to not duplicate efforts.

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic reevaluations of students who need or are believed to need aides, services or accommodations because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:
Have been validated and are administered by trained personnel.
Are tailored to assess educational need and are not based solely on IQ scores.
Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student’s impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student’s current Service Agreement without the parent’s/guardian’s written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student’s home.
The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

**Discipline**

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

**Parental Involvement**

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

**Confidentiality of Student Records**

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

**Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.
In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance proving transportation to or from a school or school-sponsored activity.

**Procedural Safeguards**

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

**Parental Request for Assistance –**

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:
The district is not providing the aids, services and accommodations specified in the student’s Service Agreement.

The district has failed to comply with the procedures and state regulations.  

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.

**Informal Conference –**

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student’s need for aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

**Formal Due Process Hearing –**

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

**Judicial Appeals –**

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.
**Complaint Procedure**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

**Step 1 – Reporting**

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.[50]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district’s Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district’s report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

**Step 2 – Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be
informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

**Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, and whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

**Step 4 – District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.
If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**
If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the district’s Section 504 Coordinator within fifteen (15) days.

The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

**Weapons Policy (District Policy #218.1)**

The Owen J. Roberts School Board has adopted a policy that prohibits students from possessing weapons on school property and at school activities. This policy also provides for investigation and notification procedures in the event the presence of a weapon is suspected to be on school property or at a school activity. The complete policy (218.1) adopted 12/4/95 and amended 7/26/99 follows:

**Purpose**
This policy has the purpose of prohibiting students from possessing weapons on school property or at school activities, and providing for investigation and notification procedures in the event of a report of or suspicion of the presence of a weapon on school property or at a school activity.

**Definitions**
The term “possession of a weapon” means when a weapon is found on the person of a student, or under a student’s control, on school property or at any school activity, including any school activity held away from the school property, or while the student is on the way to or from the school property or on any school bus or public or private vehicle providing transportation to or from school property or a school activity.

The term “school property” means all buildings, facilities, parking areas and grounds owned or under the control of Owen J. Roberts School District.

The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, air rifle, B.B. gun, pellet gun, or any pistol version thereof, explosives or fireworks, brass knuckles.
or other such devices and any other tool, instrument or implement capable of inflicting serious bodily injury. The term "weapon" shall also include items which are replicas or look-alike weapons, whether or not actually capable of inflicting bodily injury and whether or not sold as toys, if the item could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe school environment.

Offense Any student found in possession of a weapon, regardless of intent, shall have committed an offense under this Policy.

Procedures Any school employee who suspects or ascertains that a student is in possession of a weapon shall immediately inform the building principal who will conduct a complete investigation. Upon reasonable cause for suspicion of possession of a weapon, the principal may perform a search of the student, the student’s locker and the student’s vehicle, if applicable, pursuant to Policy 226. In addition, the principal shall have full discretion to request intervention by the police to perform such searches or to take other appropriate action.

Upon confiscation of a weapon, or confirmation that a student is in possession of a weapon, the principal must immediately notify and/or summon:

1. the local police;
2. Superintendent; and
3. the parents/guardians of any student involved in the incident.

The Superintendent shall also provide such information regarding the offense as may be required by the Office For Safe Schools of the Department of Education.

Penalty In accordance with the provisions of Section 1317.2 of the Pennsylvania School Code, any student found in possession of a weapon shall be expelled for not less than one year. The Superintendent retains prosecutorial discretion and may, therefore, recommend modifications of such expulsion on a case-by-case basis. The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with all laws applicable to exceptional students. Any expulsion shall be subject to the provisions of Policy 233. Nothing in this Policy 218.1 shall be construed as limiting the authority of the School Board to make an alternative assignment or provide alternative education services during the period of expulsion.

Exception The provisions of this policy shall not apply to the following:

Possession of a weapon, approved in advance by the building principal and Superintendent, being used as part of a school program by a student who is participating in the program.
Bullying/Cyberbullying Policy (District Policy #249)

Purpose
The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying.

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

- Substantial interference with a student’s education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber-bullying is a form of bullying that occurs when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, or other type of digital technology.

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

Guidelines
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school, parental conference, loss of school privileges, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, or referral to law enforcement officials.

Computer Use Policy: Acceptable Use of the Internet, Computers, and Network Resources and Regulation & Information Technology Operation Procedures, Guidelines and Control Management (District Policy 815, Regulation 815A)

The following is a summary of the District's Computer Use Policy 815 and Regulation 815A. Complete copies are available at the Administration Building or from the school office or the District website (www.ojrsd.com).

Failure to comply with School Board Policy 815 and Regulation 815A will result in disciplinary action.

1. All students shall be assigned individual Network Usernames and Passwords. Usernames and Passwords are to remain confidential, and shall not be shared with other students.
2. All computers and peripherals are School District assets and are provided for educational purposes only.

3. All computer and network activity is subject to monitoring. All Internet accesses will be logged and reviewed daily.

4. Students may not access other network user’s personal folders, e-mail, or other communications.

5. Students may not install software, screen savers, or other utilities without the consent of the District Technology Department.

6. Students must obey copyright laws.

7. Students may not use the network for illegal activities.

8. Students must follow network etiquette rules.

Teachers will thoroughly explain School Board Policy 815 and Regulation 815A to their students so they may gain an understanding of the Computer Use Policy and their personal responsibility in using the computer as an educational tool to enhance and support learning.

**Electronic Devices (District Regulation # 237A)**

Laser pens and other laser devices are prohibited from being in a student’s possession in school buildings, on school property, on school vehicles/buses, and while attending school-sponsored activities:

The unsupervised possession/use of electronic devices by students is not a vital part of the educational process.

Students are discouraged from possessing certain types of electronic devices during school hours; however, their possession does not constitute a violation of this policy unless the student fails to comply with the following provisions:

1. Students are not to use audio listening devices (CD players, MP3 players, iPods™, etc.), handheld electronic games, digital cameras (including cameras contained in cell phones), or other such devices during the school day unless they have permission from a staff member to do so as part of a classroom activity.

The Board prohibits use of cell phones and other personal communication devices by students during the school day in school buildings, on school property, and while attending school-sponsored activities. Students may possess cell phones for use before and after the school day. Use is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls. Cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his/her possession.

Students may possess these items on school vehicles/buses, but the imaging and audio capturing capabilities are prohibited. Audio listening is only permitted by the use of an ear listening device. Audio is not permitted to be broadcast aloud.
Improper use of cell phones or other electronic devices may result in confiscation. The device will then be returned to a parent or guardian.

Telephone paging devices are prohibited in school buildings, on school property, on school vehicles/buses, and while attending school-sponsored activities with the following exceptions which require a written request and the principal’s approval:

a. A student who is a member of a volunteer fire company, ambulance, or rescue squad (the chief of the company or squad must make the written request).

b. A student who is in need of a telephone paging device due to the medical condition of an immediate family member (a health care provider must make the written request).

c. A student who is provided with a paging device for employment purposes when such device remains in the student’s vehicle while on school grounds (the employer must make the written request).

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or as required in the provision of a Free and Appropriate Public Education (FAPE) program for an exceptional student.

Laptop Computers/E-Readers

Laptop computers and E-Readers brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by Board policy, school officials, and the classroom teacher for the educational use of laptop computers and E-Readers.

The Building Principal, under District authority, reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy. This shall include in school buildings, on school property, on school vehicles/buses and while attending school-sponsored activities.

The District assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought into school buildings, onto school property, onto school vehicles/buses, and while attending school-sponsored activities.

Discipline

Violation of any part of this policy may result in consequences ranging from confiscation and loss of privileges, to detention, suspension, and referral to the Board of School Directors for possible expulsion. Violations of this policy are addressed in District Regulation 237A.

General Emergency Procedures

Emergency Dismissals

Each school office has a copy of The Owen J. Roberts School District Safety Plan and Emergency Plans available for your review.
When school is delayed two hours, please follow the modified Kindergarten schedule:
a.m. kindergarten will report from 10:30 a.m. – 12:15 p.m.
p.m. kindergarten will report from 1:05 p.m. – 3:10 p.m.
If school is dismissed early due to an emergency, a.m. kindergarten will have class and p.m. kindergarten will be cancelled. Please note this does not refer to regularly scheduled early dismissal days.

Emergency School Evacuation Procedure

Should an emergency arise in which the Superintendent or designee decides there is a need to evacuate the elementary buildings, students will be transported to the Secondary Campus. Specific procedures can be viewed in the elementary office of each building.

Closing Due to a Malfunction(s) within the Building

Action in this case will be to utilize other Owen J. Roberts School facilities for completion of the school day. Therefore, elementary students will not be sent home if only one (1) building has an emergency. Dismissal will be by normal procedure.

Closing Due to Inclement Weather

When weather conditions necessitate an early dismissal for all district schools, an automated call system will be utilized. In addition, local radio and television stations will broadcast dismissal information and an announcement will be posted on the website.

The Owen J. Roberts weather emergency number is 857. This information is also posted on the District website, www.ojrsd.com.

In this situation parents are reminded that we must dismiss quickly for the safety of the children. Parents should provide children with alternate plans for a place to go if you are unable to be home.

REMEMBER: In case of adverse weather conditions ALL students will be sent home on regular bus runs. Therefore, it is important that children have alternate "homes". It is extremely important that the district has current phone numbers and email addresses to be used with the automated calling system.

Plans to Protect Students if an Incident Occurs at the Limerick Generating Station

With the assistance of the Chester County Emergency Management Services, the Owen J. Roberts School District has developed an emergency plan to keep students protected in the event of a radiological incident at the Limerick Generating Station. If an event should occur, the School District will be notified and the emergency plan will be implemented. The District will initiate protective actions to shelter or evacuate students as directed.

If Sheltering is Needed:

Students will remain in the school they attend. Buildings will be closed to prevent radiological contamination.
Students will be dismissed after protective action is no longer necessary, or at the regular time if the incident is over prior to the end of the day.
Early dismissals will be announced through the emergency communication system (Skylert, Website, Radio and TV stations).

Please do not attempt to pick up children at the school during a radiological emergency. Effective sheltering requires students to remain inside to avoid exposure to dangerous airborne radioactivity.

If Evacuation is Implemented:

Students will be immediately transported by bus outside the Emergency Planning Zone (EPZ) to the host facility in the Twin Valley School District.
Elementary students will be transported to the Twin Valley Middle School, 770 Clymer Hill Road, Elverson, PA 19520.
Middle School and High School students will be transported to Twin Valley High School, 4897 North Twin Valley Road, Elverson, PA 19520. High school student drivers will be permitted to drive their vehicles, but will be encouraged to evacuate to the Twin Valley High School.
Parents/Guardians are requested to pick up children at the Twin Valley School District before 8:00 p.m.
After 8:00 p.m. students will be bused to a designated mass care feeding center located at the Downingtown Area Senior High School, 445 Manor Avenue, Downingtown, PA 19335. The Red Cross will provide shelter and food until a parent or guardian arrives.

Important Reminders

Please do not attempt to pick up your children at their school during sheltering or during an evacuation. It is important that driveways, access roads and transportation routes remain open for buses and emergency vehicles.
Students will only be released to parents, guardians or individuals at the re-location site.
Additional radiological emergency information is available on the Chester County Emergency Management website.

Thank you for your assistance and cooperation with this process.

Intramurals

Intramural programs will be sponsored after the school day throughout the school year. These programs are open to all children in the fifth and sixth grades. Children participating in intramurals must have a signed permission slip for that particular sport and must provide proof of medical insurance. Parents/guardians must provide for their child's transportation. Unless the office is notified by the parent/guardian, students signed up to participate in intramurals are required stay after school and attend the intramural.

Field Trips

Field trips are extensions of the curriculum and are designed for educational purposes. They are not intended to be family outings. Please do not plan to attend a field trip unless you have been selected to participate as a
chaperone. When parents/guardians arrive unexpectedly, this creates a safety concern for our staff and chaperones due to child custody agreements and other legally binding documents.

As an extension of the classroom, field trips may be planned as part of the school day. When a field trip is planned, parents/guardians will be notified as far in advance as possible and will be requested to sign a Field Trip & Medical Authorization Consent Form in order for their child to attend the field trip. No child will be permitted to go on a field trip without parental/guardian permission. Parent/guardian chaperones are invited and selected by teachers and the principal but must follow the guidelines as outlined in the School Procedures section of this text. Parent/guardian chaperones are required to have current volunteer application in accordance with policy (District Policy # 916) clearances on file at the time they request to be considered.

In addition, please note that all students participating in field trips are expected to ride to and from the event with their class. Parents/guardians cannot sign-out students early at the field trip location.

**Field Days**

Each elementary center conducts annual Field Days each spring. A day of activities is planned for all students. Emphasis is placed on participation rather than competition. All students participate in a variety of age-appropriate events during the day. If a Field Day is postponed due to inclement weather, every attempt will be made to reschedule or provide alternate activities in its place. However, due to potential scheduling conflicts, a Field Day may need to be cancelled at the discretion of the building principal.

**Elementary Curriculum**

Much effort has been put forth in analyzing our student data, setting goals and creating action plans to meet those goals. We consider a wide range of student achievement data to determine changes needed in curriculum and instructional delivery. With this data, we are better able to understand the strengths and weakness of our curriculum and make adaptations to meet the various needs of our student population.

Our K-12 math curriculum has been aligned to the Pennsylvania Common Core Academic Standards, assessment anchors and eligible content, National Council for Teachers of Mathematics Focal Points, and BCIU Benchmarks. Our core program, which was implemented during the 2010-2011 school year, is *Everyday Mathematics*. This program was developed by the University of Chicago School Mathematics Project and is based on research about how students learn and develop mathematical power. It emphasizes a problem-solving approach based on everyday situations, an instructional approach that revisits concepts regularly and frequently practices these basic skills, lessons, and incorporates lessons that are based on activities and games. The instructional programs at OJR from K through grade 6 should enable more students to access algebra earlier and prepare students better for the rigors of secondary mathematics.

English Language Arts (ELA) K-12 continues to expand into a Balanced Literacy Program that develops strong readers and strong writers. Word study, vocabulary, shared reading and writing, independent reading, and guided reading through the use of flexible grouping are all components, or strands of a balanced program. Using data from various assessments, student instructional levels are determined and instruction planned accordingly. In addition, handwriting is explicitly taught and practiced in grade kindergarten through second while cursive is taught beginning in third grade.

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Science is taught through the use of investigation kits that focus on different areas for the various grade levels. The sixth grade science curriculum will also integrate the use of “Science Explorers” textbooks by Prentice Hall. Science will also be an area of focus this year. A Science Task Force reviewed our curriculum and made recommendations to enhance science instruction through the elementary grades due to the new state science standards and Science PSSA administered in grades 4, 8 and 11.

The elementary Social Studies curriculum addresses the State Standards through the use of leveled non-fiction text, textbooks in grades 4-6, Rand McNally Classroom electronic resources and supporting materials.

Specials are an integral part of our students’ school day and students will all experience art, music, and physical education instruction weekly. Library instruction is offered in grades K-5 and Guidance instruction is offered in grades K-3. Health is taught in grades 4, 5, and 6 for a semester at each level. Chorus is available in grades 4, 5, and 6. Students in grade 6 will experience an introduction to World Languages in lieu of library instruction.

In conjunction with accompanying online resources for some adopted textbooks, technology is also integrated into the curriculum via web-based tools (some subscription-based, some at no cost). These tools provide good support for different learning styles and enrich the current curriculum. Keyboarding skills are introduced in grade 3 and reinforced through grade 6. Students also have access to laptop computers for research activities, and creating projects online.

We have various co-curricular activities that are available to students. These include but are not limited to Odyssey of the Mind, Reading Olympics, K-Kids, science fair, and spelling bee.

As a parent/guardian the most important activity you can do with your child is read! Your schools are wonderful resources for suggestions on books and other activities.

**Student Supply Lists**

Student supply lists are available on your school’s website. If you have any questions regarding parental/guardian supply responsibilities, please contact your building office.

**Health & Physical Education**

Students in grades kindergarten through six have physical education weekly. Emphasis at the elementary level is placed on many varied motor activities. Special emphasis is placed on visual perception, spatial awareness, and gross motor activities. Students learn leadership through games of low and high organization. Participation, rather than high achievement, is stressed at all levels. Students in grades four through six participate in weekly health lessons in addition to physical education class. A portion of the health classes will focus on fitness as part of the curriculum.

**Parental Notification of Third Grade Health Lesson on AIDS**

Schools are required under Pennsylvania Public Law to provide AIDS education. An introductory lesson on the topic of AIDS is presented to third grade students in the latter part of the school year. Basic, age-appropriate information about AIDS is provided through an educational video/program. It is designed to alleviate children's fears of the AIDS epidemic and of becoming infected. There is no mention of sexual contact.
Parents/guardians who would like to preview the video and materials may do so by contacting their school's principal. Parents/guardians who would prefer that their child not participate in the AIDS lesson should notify the building principal, in writing, by May 1 of each school year.

Music

Music classes occur one time per 5 day cycle for kindergarten through sixth grade students. In the music classroom, students develop listening skills, rhythmic skills, notation skills, instrumental skills, and vocal skills. Beginning in third grade, students are given the opportunity to learn a string instrument (violin, viola, cello or bass). Beginning in fourth grade, students also have the opportunity to learn a band instrument (oboe, flute, clarinet, saxophone, trumpet, French horn, trombone, baritone, and percussion). Group lessons are provided once weekly for one half hour. Opportunities to rent string and band instruments are provided to all parents.

Please discuss with your child the responsibility connected with electing instrumental music lessons. When students are assigned to a lesson time, they are responsible to quietly get themselves to the lesson. They are also responsible for bringing their instruments to school and taking them home at night. Classrooms do not afford space to store instruments left behind. Students are discouraged from using the office phones to call home for forgotten instruments, so please help them learn self-reliance in being responsible for their own transporting of instruments. Each student taking instrument lessons and their parents will receive and sign an Instrument Lesson Agreement acknowledging the attendance expectations.

Students can participate in band and orchestra. Rehearsals are held either before or after school with parents/guardians providing transportation. If students have more than four unexcused absences from lessons, they will not be prepared for the concert and therefore will not be able to participate in their school’s orchestra or band.

Chorus is open to all students in the fourth grade through sixth grade and meets once weekly. There is also a district-wide chorus that rehearses after school with parents/guardians providing transportation. This group is by audition only. Finally, some of our elementary schools also have a hand-bell choir.

Art

The program is designed to aid the students in achieving a command of basic communication and perception skills, a disciplined use of their intellectual and motor abilities, an increased understanding of themselves and their value in society, and an understanding of man's accomplishments in the arts.

The Art Curriculum enhances child development in three areas: sensory motor skills, visual perception skills, and cognitive skills. Planned experiences in textiles, carving, modeling and construction, printmaking, paper techniques, drawing and painting are part of the curriculum.

Library

The library provides an atmosphere for the growth of each student. It is not only a provider of materials, but it is also an instructional extension to the classroom and the elementary curriculum. All students are encouraged to visit the library daily to browse, select books, and explore the library. Elementary books may be borrowed.
for a period of one week with the option to renew the book. Students will be charged for lost books or those damaged beyond use or repair.

Materials available in the library are selected to support and enrich the curriculum, in addition to providing knowledge, growth, aesthetic values, ethical standards, and recreational outlets. Your help will be greatly appreciated in helping us establish good student borrowing habits. Children will enjoy sharing their books with you. Reading and books will become much more significant to them if you are part of the experience. It is the hope of the library staff that students find the library an informative, interesting place to visit, and that they enthusiastically request to visit there often.

Additional information regarding your school library can be found on the Library Link on your school’s website.

**Introduction to World Language**

Students in grade 6 will be introduced to a different foreign language each quarter. Languages will include; Spanish, German, French and Latin.

**Technology in the Elementary Classroom**

The Owen J. Roberts School District encourages the integration of technology into the instruction of all children. This enables teachers and students to use technology to enhance the learning experience.

**Skyward Family/Student Access**

All parents/guardians and students may access the Skyward Student Information System by going to ojrsd.com and clicking Skyward Family Access, under the Quicklinks found at the top right of the website. Parents/guardians may login using the Family Access user ID and password issued to you at time of registration. Any issues with user IDs or passwords may be resolved by contacting the school main office of your youngest child in the district. Upon login, parents/guardians will gain access to account/email information*, Skylert information, student information, grades, class assignments/events, or general communications from their child's teachers. For secondary students, parents/guardians will have access to course registration information during the second semester. Please contact your school for any changes to course registration availability.

Students may login using their district computer username and password. Any issues with student usernames or passwords may be referred to a teacher or the main office. Upon login, students will have access to account information, email address*, grades, assignments/events and general communications from their teachers. Secondary students will have access to course registration information during the second semester. Please contact your school for any changes to course registration availability.

*Both the ojrsd.com website and Skyward are primary resources for delivering information to our school community. It is essential to keep all email addresses, phone numbers and other contact information up-to-date at all times. If you have multiple students in the district, it is usually adequate to contact only one of the schools.
**Student Progress Reporting**

Individual student progress reports will be available on Skyward approximately one week after the end of each trimester for students in grades K-6. The District schedules parent conferences in November and in March at which time parents/guardians can meet with the classroom teacher to specifically discuss their child’s program and progress. At any time we encourage cooperation/communication from home in regards to student progress.

**Pennsylvania System of School Assessment (PSSA)**

The State Department of Education requires student performance in Reading and Mathematics be evaluated in grades 3-8, and 11. The writing assessment will be completed in grades 5, 8, and 11. The State Department of Education also requires student assessment in Science in grade 4. Individual student performance is reported directly to parents/guardians. This information, when combined with other District and classroom assessment procedures, will help give a balanced picture of individual student performance and achievement. This evaluation occurs in late spring, please refer to the district calendar for the exact dates. Test results are available to parents in the fall of the following school year.

**Please note: Non-school sponsored travel will not be approved during this time.**

**Special Education**

The Owen J. Roberts School District is committed to providing appropriate services to all children of school age with special needs. Appropriate individual programs are provided in the least restrictive environment. Each of our schools has highly qualified Pennsylvania certified special education teachers to meet the various needs of students with disabilities.

**Paraprofessionals**

Paraprofessionals serve a wide variety of roles in our buildings. They are here to support our students and staff and work under the guidance and supervision of teachers and administration. Please be aware that all communications should be made directly to your child’s teacher.

**Instructional Support Team Program (IST)**

Each elementary school in Owen J. Roberts utilizes the Instructional Support Team (IST) model to assist students who continue to experience academic, social, or behavioral difficulty even after tiered interventions have been implemented. The Instructional Support Team provides collaborative support to parents/guardians, teachers and students. Members of the team include administrators, faculty and parents/guardians who work together to identify the student’s needs, set goals, and develop an individualized intervention plan to achieve those goals. In addition, each IST is coordinated by a specially trained instructional support teacher who provides consultation, technical assistance, and training to teachers and parents/guardians of identified students. Parents/guardians are encouraged to participate in the process through open communication, implementation of strategies, and monitoring progress. Concerned parents and teachers may request the assistance of the IST by contacting the building principal or the instructional support teacher.
Response to Intervention and Instruction (RtII)

The RtII process is a multi-tiered approach to providing services and interventions to meet the instructional needs of all students. Universal screening assessments are given throughout the school year to determine which students are “at risk” for not meeting grade level standards in reading. Students whose scores on the screening fall below an established cut-off are identified as needing continued progress monitoring and possibly more intensive interventions. Students with scores well above a certain cut-off are considered for possible enrichment.

Title I and Supplemental Reading/ Math Programs

Owen J. Roberts School District annually receives federal funds for the purpose of providing supplemental instruction. It is offered to those students whose achievement indicates the need for additional basic skills development in language arts and mathematics as determined by multiple criteria. A variety of faculty and support staff work with identified students.

Mentally Gifted (Academically Talented Program – ATP)

A school district screening/identification procedure of students emphasizes the use of multiple criteria as a means of determining eligibility for placement in the gifted program. Consequently, the screening process seeks input from multiple sources: teacher recommendation; group ability and achievement test scores; screening for creative talent; and parent/guardian recommendation. Students are referred for psychological examination after meeting specific screening criteria.

Guidance Program

Each elementary school has a full time guidance counselor. They serve as consultants to parents/guardians and teachers and are responsible for overseeing diagnostic and referral services when children are not functioning appropriately in the classroom. The counselors often offer classes for parents/guardians to help them meet normal developmental needs of their children. On a limited basis, counselors meet with children in individual or small group counseling sessions or conduct activities in the classroom.

Guidance Contacts:

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Coventry</td>
<td>Mrs. Jennifer Morgan</td>
<td>610-469-5174</td>
</tr>
<tr>
<td>East Vincent</td>
<td>Ms. Jordan Weller</td>
<td>610-469-5543</td>
</tr>
<tr>
<td>French Creek</td>
<td>Mrs. Gabrielle Baylor</td>
<td>610-469-5176</td>
</tr>
<tr>
<td>North Coventry</td>
<td>Mrs. Sue Grashof</td>
<td>610-469-5184</td>
</tr>
<tr>
<td>West Vincent</td>
<td>Mrs. Sarah Weber</td>
<td>610-469-1404</td>
</tr>
</tbody>
</table>
Insurance

An insurance program covering the activities during the school day is available for students by a district-approved carrier. Information regarding the program is sent home with the children at the beginning of each school year or upon registration of new pupils.

KINDERGARTEN REGISTRATION (District Policy #201)

Parents/guardians of incoming kindergarten students should reference the district website to obtain information related to kindergarten registration:
Contact their child’s elementary school office with any questions.
Register your child at your elementary school and bring all appropriate documentation.

The following immunizations and documentation (including month/day/year) are required upon entry into school:

4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
2 doses of measles, mumps, rubella ***
3 doses of hepatitis B
2 doses of varicella (chickenpox) or evidence of immunity

* Usually given as DTP or DTaP or DT or Td
** A 4th dose not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose
*** Usually given as MMR

ON THE FIRST DAY OF SCHOOL unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.
If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive the dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusions.
If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
The medical plan must be followed or risk exclusion.
Parents of unvaccinated children, please remember, should an outbreak of a communicable disease occur at (ie: Chicken pox, measles), which your child(ren) are not immunized against, your child(ren) would be excluded from attending school during the incubation period of the disease.
Pennsylvania’s school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)
Contact your health care provider or 1-877 PA HEALTH for more information

Additional Information Needed:
Your child must be five (5) years of age on or before September 1st to qualify for entrance into kindergarten. Original birth certificate, hospital certificate or baptism certificate
Up-to-date immunization records
3 Proofs of residency (1 from each list below)

**List A**

- Completed and current residential lease
- Signed Settlement Agreement
- Deed
- Property Tax Bill (Current Year)
- School Tax Bill (Current Year)
- Mortgage Statement (30-60 Days)
- Military Housing Letter

**List B**

- Utility Bill (within 30-60 days)
- Electric (PECO, MetEd)
- Cable (Comcast, Verizon)
- Phone, Landline Only (Verizon or Comcast)
- Garbage (AJ Blosenski, Diamond)
- Sewer, Water (Township Bill)

- Vehicle Registration with District Address
- With valid PA License or ID

**List C**

- Valid PA Driver’s License
- Valid PA Photo ID
- Passport

Custody orders and/or other legal documents, such as, a court appointed foster parent letter, if applicable
If applicable, please bring a copy of your most recent IEP, Chapter 15/Section 504 or Gifted (Chapter 16) paperwork or other Special Education documents

**Kindergarten Round-Up**

In the spring of each year, Kindergarten Round-Up is scheduled in each of the elementary centers. The purpose of this orientation:
Welcome parents to the Owen J. Roberts School District where parents/guardians receive information concerning carpools, schedules, health immunizations, school routines and regulations.
Give children an opportunity to visit the classroom, meet the teachers and classmates, and participate in a variety of appropriate kindergarten-like activities, which will help the teacher begin to know your child.

**Student Volunteer Organizations**

Student Council, K-Kids and Lion Clubs are “student-led” community-service organizations, which operate under school regulations and draw its members from the student body.

As a result of these activities the students become aware of the structure and mechanics of government, student service, as well as the “workings” of the school.

**Parent-Teacher Associations (PTA) or Parent-Teacher Organization (PTO)**

The PTA/PTO is an integral part of the school organization and serves to support the many and varied functions of the school. It sponsors both day and night events such as additional assemblies, open house, and family oriented activities.

The parent-teacher groups are an excellent opportunity for parents to get involved in their school and aid their child's education. If you are interested in participating, please contact the president of your child's PTA/PTO through the school office.

**School Board Meetings**

School Board Meetings are regularly scheduled throughout the year. The parents/guardians and public are cordially invited to attend meetings. Meeting dates and locations are published on the District website (www.ojrsd.com) or may be obtained from the school offices.

**Friends of the Arts**

The Friends of the Arts is a community organization that provides cultural programs for the Owen J. Roberts School District. At the elementary level, they present in-school programs to each of the centers. One of their most dedicated efforts is "Art Goes To School" (AGTS), an organization representing more than 40 school districts in the Delaware Valley. The program is designed to introduce children to great works of art via selected reproductions. Volunteers lead classroom discussions to stimulate interest in and enjoyment and understanding of art.

**Owen J. Roberts Education Foundation**

The Owen J. Roberts Education Foundation is an independent public charity dedicated to encouraging community-wide participation and philanthropy in order to enhance and expand enrichment opportunities for all students in the Owen J. Roberts School District and ensure long-range financial flexibility for all schools within the District.