

2024-2025

Oil City Area School District

Seventh Street and Smedley Elementary Schools

Student Handbook



Title I Parent and School Compact

School

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

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

Parent

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

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

Student (all school discretion to include items below)

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

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

Title I and ESSA

Parents Right To Know Letter

Seventh Street Elementary and Smedley Elementary School

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

Reviewed May 2024

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

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

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

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

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

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

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

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

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

Sincerely,

Amy Highfield

Principal, Seventh Street Elementary School

Lisa Pizer

Principal, Smedley Street Elementary School

ESEA Title I Support Program

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

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

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

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

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

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

If a parent has a question or would like additional assistance, they are encouraged to call Anne Curran at 814-676-2771.

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

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

Revised August 5, 2024

Oil City Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator, Dr. Tracy Delmonaco. The District's full Title IX Notice of Nondiscrimination is located at www.ocasd.org.

Oil City Area School District Board of Education

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

Mr. Joseph McFadden, President

jmcfadden@mail.ocasd.org

Mr. Frederick Weaver, Vice President

fweaver@mail.ocasd.org

Mrs. Leigh Ann Pikna

lpikna@mail.ocasd.org

Mr. Mark Kerr

mkerr@mail.ocasd.org

Ms. Shari Neely

sneely@mail.ocasd.org

Mr. Justin McFall

jemcfall@mail.ocasd.org

Mr. Tyler Johnson

tjohnson@mail.ocasd.org

Mrs. Devin Aaron

dlaaron@mail.ocasd.org

Mr. Ryan Williams

rwilliams@mail.ocasd.org

School Solicitor

Dale Woodard Gent McFate Law Firm,
1030 Liberty Street, Franklin, PA 16323
814-432-2181

Administrative Office

825 Grandview Road, Oil City, Pa 16301

(814) 676-1867

Superintendent, Dr. Lynda Weller

Business Manager, Mrs. Susan L. Fisher

Board Secretary, Mrs. Anna Lehnortt

Oil City Area School District

MISSION STATEMENT

Every Student...Every Day

VISION STATEMENT

We Believe: Each student can learn.
 Learning is a lifelong process.

- Each student needs to be encouraged to challenge his/her abilities.
- Each person has worth and value.
- Education improves the quality of life.
- Students learn in different ways.
- Family support nurtures growth and development.
- Diversity can enrich society.
- Curiosity inspires learning.
- Communication between the home and school is essential.
- Healthy students make better students.
- Each student can become a productive member of his/her community.
- Students can benefit from a positive sense of belonging to a community.

DISTRICT GOALS

1. Each student will make meaningful gains.
2. Students will be able to strive and achieve proficiency as delineated by the Pennsylvania State School Assessment (PSSA) and Pennsylvania Keystone Exams.
3. Students will be able to achieve an attendance rate of 95% as stated by the OCASD Board.
4. Students will be able to maintain an exemplary discipline record.
5. Students will be able to participate in clubs, sports and school activities.

DISTRICT LEARNING PRINCIPLES

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

PENNSYLVANIA ACADEMIC STANDARDS

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

For more information about the PA Academic Standards you may visit the following website: [State Academic Standards](#)

DAILY SCHEDULE

Bus Arrival	8:20 a.m.- 8:35 a.m.
Tardy Bell	8:40 a.m.
Classes	8:40 a.m.- 3:20 p.m.
Bus Departure	3:20 p.m.
Elementary Teachers' Day	8:20 a.m.- 3:50 p.m.

Report Card Distribution

5th Wk Eval Reports Due	Report Period Ends	Grades Due	Reports Given Out
1. Tues, Oct 1	1. Wed, Nov 1	1. Mon, Nov 4	1. Thurs, Nov 7
2. Mon, Dec 9	2. Thurs, Jan 18	2. Wed, Jan 22	2. Mon, Jan 27
3. Mon, Feb 24	3. Wed, Mar 26	3. Mon, Mar 31	3. Thurs, Apr 3
4. Tues, May 6	4. Weds, Jun 4	4. Weds, Jun 4	4. Weds, Jun 4

Grading Scale -- Grades 1-4

<u>Achievement</u>	<u>Effort</u>
A = 90-100	1—Outstanding
B = 80-89	2—Satisfactory
C = 70-79	3—Needs improvement
D = 60-69	4—Unsatisfactory
F = 0-59	

I - Incomplete

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

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

Adv = Advanced

Bas = Basic

Pro = Proficient

BB = Below Basic

VISITOR INFORMATION

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

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

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

Parents picking up students from the nurse's office will remain in the office, and your child will be brought down to the office.

See [Board policy 907](#) for more detailed information.

Parent Portal

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

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

Arrival and Dismissal

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

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

ATTENDANCE

Tardiness

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

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

Absenteeism

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

According to the Pennsylvania Attendance Laws, an absence is lawful or excused only for the following reasons: illness, quarantine, death in the immediate family, impassable roads, approved religious holidays, and justifiable extenuating circumstances approved by the building principal. If it is necessary for a student to be absent from school, he/she, upon returning, will be required to provide the district with a written statement from his or her parents specifically explaining the cause of absence. Excuses may also be emailed to seventhoffice@mail.ocasd.org or smedleyoffice@mail.ocasd.org

It is important for parents to supply this information so that the student will not be charged with an unlawful absence, which may eventually result in a non-traffic citation being filed with the local district court. A doctor's certificate may be required when a student misses three (3) or more consecutive days, or when a student misses an excessive amount of school.

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

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

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

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

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

Absence for Medical Appointments

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

Family Educational Tours/Trips

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

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

April 21-25	State Assessment Test –English Language Arts Grades 3 and 4
April 28– May 2	State Assessment Test – Math - Grades 3 and 4 and Science - Grade 4
May 5-9	State Assessment Test – Make-up tests

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

Perfect Attendance

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

Safety and Threat Assessment

THREAT ASSESSMENT TEAM

Seventh Street Threat Assessment Team

1. Amy Highfield
2. Abby Eakin
3. Carmen Horner
4. Amy McKinley
5. Katherine Morfenski
6. Kelly Zerbe

Smedley Street Threat Assessment Team

1. Lisa Pizer
2. Abby Eakin
3. Susan Klapec
4. Jessica Rodriguez

District Level Team

1. Lynda Weller
2. Tracy Delmonaco
3. Lisa Pizer
4. Sara Haupt
5. Craig Kasunic
6. Joy Zuck
7. Matt Siembida
8. Amy Highfield
9. Mike Rodriguez
10. Natalie Miller
11. Tom Wolbert

School Safety and Security Coordinator

- Craig Kasunic

Code-mandated responsibilities of Threat Assessment Teams

- Assessing and intervening with individuals who may pose a threat to self or others
- Ensuring school employees know:
 - Who the Team members are
 - How – and to whom – to report threatening or at-risk behavior, including through Safe2Say Something
 - Reporting quantitative data to the Chief School Administrator / designee on the Team's activity • Additionally recommended to provide advice, guidance, awareness raising materials and training

to the whole school community on recognizing threatening or aberrant behavior, and how to report it

- In addition, teams are to:
 - Upon a preliminary determination that a student may pose a threat of violence or physical harm to self or others, notify the chief school administrator or a designee, the student's building principal and the school safety and security coordinator
 - The building principal or designee will immediately attempt to notify the student's caregiver*, unless abuse or neglect are suspected, in which case CPS would be notified, and not the student's caregiver
 - *This general reporting requirement does not stop school employees from acting immediately to address an imminent threat

Coordinating with Others

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

Board Policy 236.1 -- Threat Assessment: <https://go.boarddocs.com/pa/oilc/Board.nsf/Public#>

Transportation

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

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

SCHOOL BUS REGULATIONS

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

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

Student Regulations for School Based Transportation

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are to get on and off the bus at their assigned stop. Students should be riding the transportation they are assigned to only. **Changes in bus transportation are for emergencies only and must be in writing and**

approved by the principal. For safety reasons, phone calls will no longer be accepted to change a student's bus status. A temporary bus pass will be issued and must be given to the bus driver. A child getting off the bus at any stop other than his own without a signed permission by the principal is in violation of school policy. Students riding transportation other than their own will be written up. Refer to the discipline procedures outlined below.

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

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

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

A. Bus Stop Rules

1. Arrive at the assigned stop ten (10) minutes before bus pickup.
2. Wait for your bus in a safe place well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (No foolishness or horseplay).
3. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file—no crowding or pushing.
4. Respect the property rights of people who reside at or near the stop. If respect of property is not observed, a bus stop will be moved to a different location out of courtesy for the property owner.
5. Be careful if you cross the roadway to catch the bus—check to make sure all traffic is stopped.

B. Bus Riding Regulations

1. Obey the bus driver and observe the same conduct as in the classroom.
2. Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects, weapons and vandalism will result in disciplinary action by your school principal.
3. Keep the bus clean.
4. All students shall remain in their assigned seats at all times while on the bus.
5. Keep head, hands and feet inside the bus. Windows are to be opened only when the driver permits.
6. Students are not to be destructive—any deliberate damage caused by a student will be paid for "By the Offender."
7. Students shall be courteous to their fellow students.
8. Bus drivers are authorized to assign seats. Students are required to sit in their assigned seats.
9. Students in possession of any type of explosive devices or weapons will be suspended from riding the bus immediately.
10. Students will be subject to all disciplinary rules and regulations.
11. Cameras and Video Recorders with Audio will be in use on each school vehicle.
12. All students with disabilities will be subject to due process procedures provided by the Individuals with Disabilities Education Act (IDEA).

C. Bus Unloading Procedures

1. Remain seated until the bus comes to a complete stop.
2. Leave the bus in an orderly manner.
3. Leave at your assigned bus stop.

4. Cross in front of the bus.
5. Students walking alongside the bus should stay away from the bus as far as possible if sidewalks are not available.

D. Extra-Curricular Activities

1. The above regulations apply to any trips under school sponsorship.
2. Students should respect the chaperones assigned to the trip.

E. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students and they must remain quiet during the drills or emergencies so that they can hear directions.
3. Students are not to leave the bus unless instructed to do so by the bus driver for emergencies.

Transportation Discipline Procedures

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

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

1st Offense - Warning

2nd Offense- School Consequence

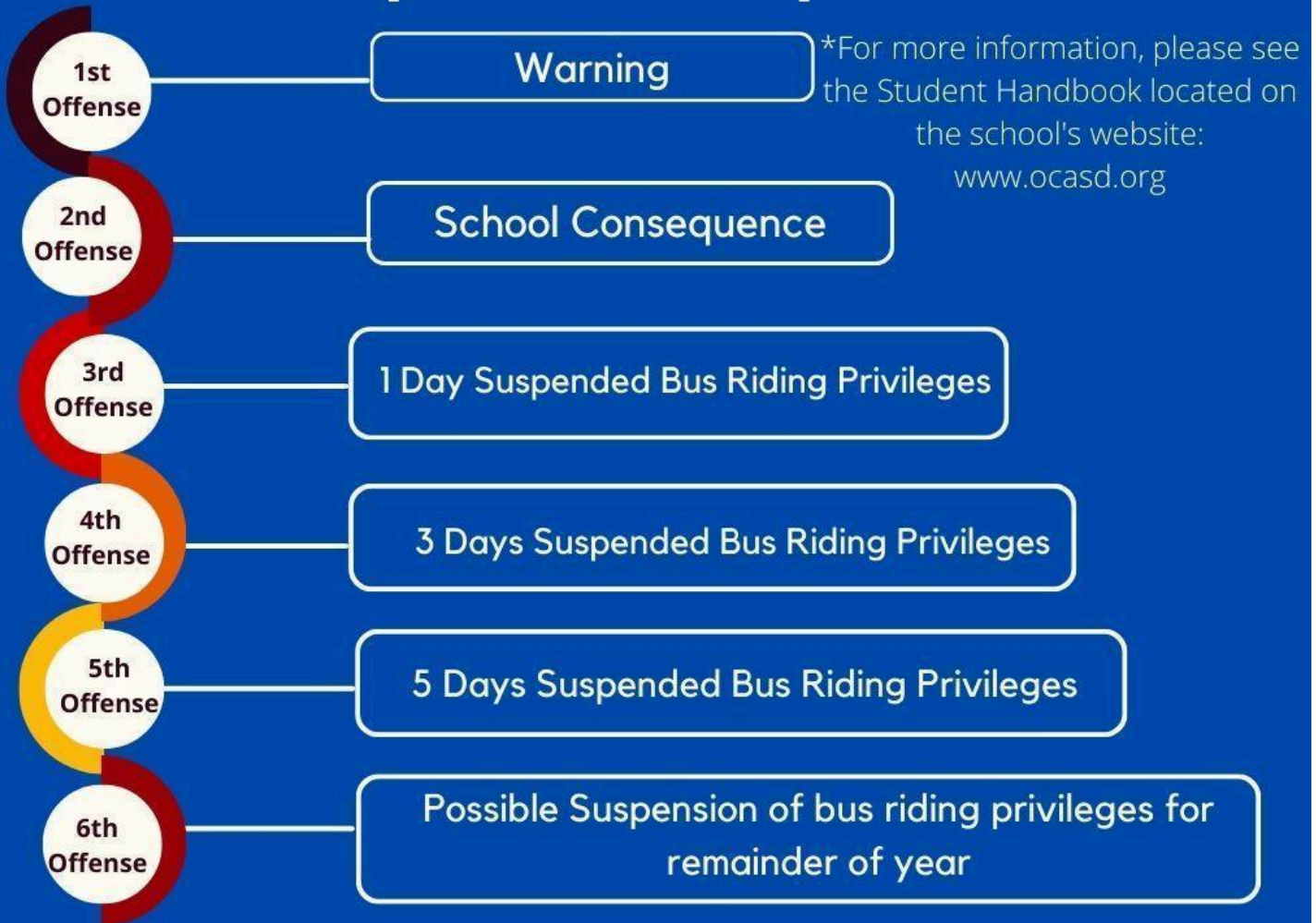
3rd Offense – 1 day of suspended bus riding privileges

4th Offense - 3 days of suspended bus riding privileges

5th Offense - 5 days of suspended bus riding privileges

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

OCASD Transportation Discipline Procedures



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

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

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

Obey the rules and regulations and help us keep transportation safe!
Oil City Area School District and Keystone Transit Group

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

Parent Drop-off and Pick-up

Please follow the building specific Drop-off and Pick-up designated areas and procedures.

Seventh Street Parent Drop-Off/Pick-Up: Students will be dropped off at the back entrance of Seventh Street. Cars should enter the parking lot from Orange Street. Students should exit their vehicle when the vehicle is stopped just before the steps leading to the back entrance. Children will proceed up the steps and enter. A member of the staff will monitor the back entrance. At the end of the day, students will be dismissed and will exit the back door of the school. Parents should enter the parking lot from Orange Street. A member of the staff will dismiss students to their parent/guardian. Please have identification available.

Smedley Street Parent Drop-Off/Pick-Up: Students will enter the front door during arrival time, It may be necessary to park on a side street and walk your child to the entrance. There is limited parking available at Smedley Street Elementary School. At dismissal time parents should park on a side street and meet their student at the side door closest to Wyllis Street. Staff members will dismiss students to their parents/guardians. Please have identification available.

Note: Only adults who have been listed on your student's emergency information sheet will be permitted to pick your child up. We realize that emergencies may occur and you will need to contact the school by phone to let them know if another adult not on the card will be picking up your child. This adult will need to provide photo identification. Your student's safety is our primary concern and we appreciate our partnership with you in providing a clear and consistent dismissal routine to your student.

Breakfast and Lunch

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

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

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

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

For more information about setting up a Parent Online account, please visit the district's website at www.ocasd.org and then click "Food Service" under Quick Links.

Elementary School Rules

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

1. Be on time and be prepared.
2. Practice safety at all times.
3. Respect other people and their property.
4. Use appropriate school language.
5. Always do your best work.

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

Sample Classroom Management/Behavior Plan

Rules:

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be in your seat when the bell rings.
4. No teasing, swearing, name calling or put downs.
5. Secure permission before leaving the classroom.

Consequences:

1. Warning
2. Verbal reprimand.
3. In-class time-out.
4. Contact parents.
5. After-school Service with the teacher after class/after school.

SEVERE CLAUSE: Immediate referral to building administration.

Positives:

1. Praise.
2. Positive notes to students and parents.
3. Phone call to parents.
4. Special privileges.
5. School-wide recognition.

Pre-Level: Green Zone (FBA, requires Short Form)

- Behavior(s): Minor infractions that cause little disruption to the learning environment, such as:
 - Talking without permission
 - Not raising hand before speaking
 - Small misunderstandings or misbehaviors
- Consequence:
 - Verbal reminder from teacher
 - Redirection

- Student-teacher conference
- Special seating
- Opportunity to apologize and make amends
- Behavior contract

Goal: To redirect student's behavior and refocus on learning

Level 1/Level 2: Yellow Zone (Office Referral, requires Long Form)

- Behavior: Moderate infractions that disrupt the learning environment, such as:
 - Repeated disrespectful tone or language
 - Repeated disobedience to teacher's directions
 - Minor physical disruptions (e.g., loud noise, pushing/shoving)
- Consequence:
 - Warning
 - Loss of privileges (e.g., recess, lunchtime play)
 - Confiscation of an object
 - Student-teacher conference and/or parent-teacher conference
 - Behavior contract
 - Referral to counselor/principal
 - Parent contact and notification
 - Restitution for damage
 - In school suspension
 - Out of school suspension

Goal: To teach student responsibility and consequences for their actions

Level 3: Red Zone (Office Referral, requires Long Form)

- Behavior: Serious infractions that significantly disrupt the learning environment, such as:
 - Physical aggression (e.g., hitting, pushing, kicking)
 - Verbal threats or intimidation
 - Vandalism or destruction of property
- Consequence:
 - Out of school suspension (may be up to 1-10 days)
 - In-school suspension
 - Referral to administration or counselor for further intervention and support
 - Referral to law enforcement
 - Restitution for damages

Goal: To hold student accountable for actions while instilling restorative practices and maintaining a positive learning environment for all students

Additional Components

- Restorative Practices: Students who are referred to the discipline program will have the opportunity to participate in restorative practices with their teacher, counselor, or peers. This may include discussions about the impact of their behavior on others, apologies, and agreements to change their behavior.
- Behavior Contracts: Students who are referred to the discipline program will have the opportunity to create a behavior contract with their teacher and counselor. This contract will outline specific behaviors they agree to follow and consequences for not following those behaviors.
- Positive Behavioral Interventions and Supports (PBIS): The school will provide positive reinforcement and incentives for students who demonstrate good behavior. This may include rewards, privileges, or special activities.

Implementation

- The discipline program will be implemented by teachers, counselors, and administrators, and will align with school-wide PBIS practices.
- Teachers will receive training on the discipline program and how to implement it effectively.
- The program will be reviewed and updated regularly to ensure it is effective and fair.
- Parents will be notified of any referrals to the discipline program and will have the opportunity to participate in restorative practices with their child.

Assessment and Evaluation

- The effectiveness of the discipline program will be assessed regularly through data collection and analysis.
- Data will be collected on referrals to the discipline program, student behavior, and academic performance.
- The data will be used to identify trends and areas for improvement in the program.
- The program will be evaluated annually by administrators, teachers, and parents.

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

OCASD SCHOOL BOARD POLICIES

The following OCASD School Board policies are to be reviewed annually by students and parents. Policies can be access on www.ocasd.org, under District > School Board Policies

- 105.1 - Review of Instructional Materials by Parents/Guardians and Students
- 105.2 - Exemption from Instruction
- 200 - Enrollment of Students
- 203 - Immunizations and Communicable Diseases

- 203.1 - HIV Infection
- 204 - Attendance
- 209.1 - Food Allergy Management
- 209.2 - Diabetes Management
- 210 - Medications
- 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injector
- 217 - Graduation
- 218 - Student Discipline
- 218.1 - Weapons
- 222 - Tobacco and Vaping Products
- 226 - Searches
- 227 - Controlled Substances/Paraphernalia
- 233 - Suspension and Expulsion
- 235.1 - Surveys
- 236 - Student Assistance Program
- 236.1 - Threat Assessment
- 237 - Electronic Devices
- 246 - School Wellness
- 247 - Hazing
- 249 - Bullying/Cyber Bullying
- 250 - Student Recruitment
- 806 - Child Abuse
- 808 - Food Services
- 810.2 - Transportation-Video/Audio Recording
- 815 - Acceptable Use of Internet/Computers and Network Resources
- 816 - District Social Media
- 824 - Maintaining Professional Adult/Student Boundaries
- 906 - Public Complaint Procedures

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

Bullying Policy

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

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

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

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

The Board prohibits all forms of bullying by district students.

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

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

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

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

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

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

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

Use of Reasonable Force

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

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

Corporal punishment of any sort is absolutely prohibited

School Weapons Policy

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

Possession

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

Student Reporting

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

Weapons

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

Bringing Things to School

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

Parties

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

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

Any other festivities must be cleared through the building principal.

Party Invitations

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

Fundraisers

All fundraisers must be approved by the School Board. Collection of money by approved school organizations may be permitted by the building principal and the Superintendent. Collections by students on behalf of school organizations outside the school may be permitted only by the Superintendent and the Board. The School

Board prohibits the collection of money in school or on school property or at any school sponsored event by a student for personal benefit.

Gum Chewing

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

Lost and Found

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

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

Any unclaimed items will be donated to local charities.

Dress Code

According to the Students' Responsibilities and Rights section of the Administrative Directories and Board policies of the Oil City Area School District, it is stated: Article 51-(3)

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

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

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

Telephones & Cell Phones

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

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

Emergency Operations Plan

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

Delayed Starts, School Closing, or Early Dismissals

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

Delayed Start

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

Schools Closed

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

Early Dismissal

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

The following dates are scheduled early dismissal dates: October 11, December 6, February 21, and May 1.

There is a possibility that unscheduled early dismissal days may be necessary. Please have a plan in place for such a circumstance as this.

Parents will be notified of any delayed start or closing via a telephone call through the District's School Messenger system. The school district website will also be used to post delays or cancellations.

Please Note Carefully the Following General Information:

- ~~WOYL/WGYI Oil City, Magic 99.3 & Froggy 100.3 Franklin, and WTIV Titusville will carry official announcements for the Oil City Area School District. In the event of inclement weather or other emergency situations, all persons associated in any way with the Oil City Area School District should keep tuned to one of these radio stations.~~
- The Oil City Area School District will communicate information related to any emergency that disrupts normal school operations (inclement weather, power outage, etc.) through its official website, Facebook page, and SchoolMessenger all-call system. All persons associated in any way with the Oil City Area School District should expect to receive this information through these means of communication.
- Every effort will be made to make announcements by 7:00 a.m. NO ANNOUNCEMENTS ON THE RADIO MEANS SCHOOLS WILL OPERATE AS USUAL. The radio stations will be contacted only if there is a change from the normal procedure.
- Often when the weather is bad, buses are not able to maintain their schedules. Students and parents are required to wait a reasonable length of time, depending on weather conditions and other circumstances. If the bus does not arrive, please notify the school, and if possible, try to make it to school by other

means.

Fire Drills

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

Tornado/Severe Weather Drills

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

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

Student Records

A permanent record file of your child’s grades, biographical data, health records and standardized test scores are maintained by the school district. These records are considered confidential information and will not be released to any agency outside the school without your written permission.

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

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

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

Child Find

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

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

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

Contact: building principal (Seventh Street—Amy Highfield; Smedley — Lisa Pizer; Hasson -Mike Rodriguez)

Homeless Students

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

Homeless Students and Unaccompanied Youth Experiencing Homelessness (policy 251)

Homeless students or Unaccompanied Youth are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Abandoned in hospital.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as a migratory child in conditions described in the previous examples.
- Living as a run-away child.
- Abandoned or forced out of homes by parent(s)/guardian(s) or caretakers.
- Living as a school aged unwed mother in houses for unwed mothers if they have no other living accommodations.

"Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

More information can be found here:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; programs for students with limited English proficiency; and educational service for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, gifted and talented students.

Students have the right to remain in his/her "school of origin". According to the McKinney-Vento Act the term "school of origin" means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. 42 U.S.C. § 11432(g) (3) (G). Appropriate school

placement arrangements, based on the child's best interest, should be implemented through the cooperative efforts of the respective chief school administrators.

The LEA Homeless liaison shall ensure that the child or youth is immediately enrolled in school. The selected school shall immediately enroll the child or youth in school, *even if the child or youth lacks records normally required for enrollment*, such as previous academic records, medical records, proof of residency or other documentation. If a dispute arises over school selection or enrollment, the LEA will provide the student a written notice outlining the reasons for the denial. The LEA will enroll the student until a resolution is developed. More information about the dispute resolution process can be found here:

<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circul ars/US%20Code/Procedural%20Safeguards%20Notice%20of%20Denial%20of%20Enrollment.pdf>

The Oil City Area School District has procedures in place to assist families experiencing homelessness or students that are classified as an Unaccompanied Youth. These procedures are not limited to assisting in the following areas:

- Coordination of Community Resources
- Coordination of Extracurricular Activities
- Coordination of Transportation
- Coordination of School Resources
- Coordination of Food and Clothing

For further information on the McKinney-Vento Homeless Act programs and resources, contact Dr. Tracy Delmonaco, Director of Student Services and Homeless Liaison, Oil City Area Administration Office, 833 Grandview Road, Oil City, PA 16301; Phone (814) 676-1867. tdelmonaco@mail.ocasd.org

Elementary Student Assistance Program (ESAP)

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

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

There are four phases to the student assistance process:

- **Referral** - Anyone can refer a student to ESAP when they are concerned about someone's behavior or academic achievement-- any school staff, a student's friend, a family member, or community member.

The students themselves can even go directly to the ESAP team to ask for help. The ESAP team contacts the parent for permission to proceed with the ESAP process.

- **Team Planning** – The ESAP team gathers objective information about the student’s performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student’s academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.
- **Support and Follow-Up** – The ESAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

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

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

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

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

Contact your school’s guidance counselor for more information.

Special Education

Each child who meets criteria for identification under CHAPTER 14: SPECIAL EDUCATION SERVICES AND PROGRAMS is provided a free, appropriate, public education. Included are students a multidisciplinary

team has found to demonstrate significant emotional, mental, physical, or speech/language needs that require special education. The majority of students are served through district-operated programs (e.g. emotional support, gifted support, life skills support, learning support, speech/language support). Some services (e.g. some emotional support, hearing impaired, occupational and physical therapy, vision impaired support) are currently contracted with Riverview Intermediate Unit 6.

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

Contact: Dr. Tracy Delmonaco, Director of Student Services and Special Education 814-676-1867
Dr. Amy Highfield, Supervisor of Elementary Special Education 814-677-3029
Mike Rodriguez, Principal and LEA 814-677-8021

Protected Handicapped Students

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

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

Contact: Principal of your child's school (Anne Curran - 677-3029 or 676-2294)

Computer Network & Internet use Guidelines (Board Policy # 815)

It is expected that all staff, faculty and students have read and will abide by the District's Acceptable use policy # 815 when using any internet connected devices within the district.

URL: <https://go.boarddocs.com/pa/oilc/Board.nsf/goto?open&id=CWRGHW43F371>

Internet and computer network access is coordinated through a complex association of government agencies and regional networks. The operation of the internet and the computer network relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet and computer network access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District disciplinary options. The following list guides computer network and internet use by all members of the Oil City Area School District:

Acceptable Use

- Must be in support of education and research consistent with district policy.
- Must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Accessing or forwarding threatening or obscene material is prohibited.
- Distribution of material protected by trade secrets is prohibited.
- Use for commercial activities is prohibited.
- Product advertisement or political lobbying is prohibited.

Privileges

- Access to the internet and computer network is not a right, but a privilege.
- Unacceptable usage will result in cancellation of account.

Etiquette

- Be polite.
- Do not use vulgar or obscene language.
- Use caution when revealing your address or phone number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

Security

- If you identify a security problem, notify a system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to login as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Users must notify the district system administrator of any change in account information.
- Users may be occasionally required to update registration, password and account information in order to continue Internet access.

Vandalism/Harassment

- Use of the system to engage in vandalism and/or harassment as defined in this section will result in the cancellation of the offending user's account.
- Vandalism is defined as any malicious attempt to harm or destroy data, or another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

Penalties

- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.
- School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Access to Information. Students are prohibited from accessing the following categories of material or information on the Internet or World Wide Web:

- material that is profane or obscene;
- material that is pornographic, expressly including child pornography;
- material that is harmful to minors (i.e., pictures or visual depictions which, taken as a whole, appeal to a prurient interest in nudity, sex or perverted or lewd acts);
- material that advocates or condones the commission of unlawful acts; or
- material that advocates or condones violence or discrimination towards other people.

Students are advised that the Oil City Area School District utilizes technology protection measures that blocks or filters Internet access to the above categories of material/information, as well as other categories of material or information which the District has deemed inappropriate for viewing by students in the educational setting in accordance to Children's Internet Protection Act (CIPA). The Oil City Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Oil City Area School District will not be responsible for any damage a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this internet connection. All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and the United States of America.

Parent/Student Laptop Handbook

This Chromebook Device Use Agreement is entered into between Oil City Area School District and the student and parent or legal guardian for the use of Chromebook devices provided by the District.

Terms of Agreement

- The student acknowledges that any issued device or accessory is the property of Oil City Area School District and will abide by the following terms laid out in this agreement.
- The student and parent/guardian have read policy 815 and agree to abide by the terms and conditions stated herein. URL: <https://go.boarddocs.com/pa/oilc/Board.nsf/goto?open&id=CWRGHW43F371>
- The term of this agreement shall coincide with student's registration within the Oil City Area School District.
- The student shall return the device, accessories, and all additional items distributed in the same condition as originally delivered with normal wear and tear accepted.

- The student must return the devices, accessories and all additional items within seven (7) days of the student's withdrawal from the Oil City Area School District
- Upon failure to comply with the contract terms regarding return and condition of the equipment, will result in all appropriate legal actions.
 - i. If the materials and equipment are not returned within seven (7) days of the student's withdrawal a formal written request will be issued.
 - ii. If the materials and equipment are not returned within five (5) days after a written request, Oil City Area School District will proceed to file charges of theft by unlawful disposition with the local authority.

Device Use Responsibilities:

- The Chromebook devices provided by the District are for educational purposes only.
- Students are responsible for the care and proper use of the Chromebook devices at all times. Devices are not to be left unattended.
- Students shall not attempt to circumvent or disable any security measures or filters on the Chromebook devices. Failure to do so will result in revoked privileges.
- Students are not authorized to use other students' devices.
- Students are expected to bring the device and charger to school every day with battery charged. Teachers are not responsible for allowing time during class to charge your device.

Device Care and Maintenance:

- Users must keep the Chromebook devices clean and free from damage.
- Chromebooks must be stored in their carrying case when not in use. Devices can be carried in backpacks if stored in their school issued carrying case. Failure to comply will result in your insurance being void and all repairs will need to be paid in full.
- Avoid leaving the Chromebook in extreme hot or cold environments.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- **Stickers or other decorations are not allowed.**
- School identification and nametags must remain on the Chromebook and other accessories
- Any malfunction or damage to a Chromebook device must be reported to the Tech Office immediately.
- Repairs are only permitted by the Tech department. The tech depart will be open from 7:30 am – 3:00 pm on Monday through Friday unless otherwise noted.

Insurance Option:

- The District offers optional insurance coverage for accidental damage to Chromebook devices.
- By selecting the insurance option, Users agree to pay the specified insurance fee.
- Insurance coverage will be provided for accidental damage only, subject to the terms and conditions of the insurance policy.

Liability for Damage:

- Users are liable for any damage to Chromebook devices caused by negligence or misuse.
- Accidental damage covered by insurance will be repaired or replaced at no additional cost to Users who have opted for insurance coverage.

- Malicious or intentional damage will result in repair or replacement costs being charged to the parent or legal guardian of the student.
- Repairs not covered by insurance will be at the market cost at the time of repair.

Security and Data Privacy:

- Users must not share their login credentials with others.
- Users are responsible for maintaining the security and privacy of their accounts and data stored on Chromebook devices.
- Users must report any security breaches or unauthorized access to the tech office immediately.

Loss or Theft:

- Users are responsible for the Chromebook device assigned to them.
- In case of loss or theft, Users must report it to the District immediately.
- The District will not honor any claims for a stolen device unless a report is filed with the appropriate law enforcement agency and a copy provided to the District.
 - o This does not eliminate parent responsibility or any costs associated with replacement.
 - o Should a stolen device be recovered, replacement costs paid by the parent/guardian may be returned and charged to the offending party
- Users may be held liable for the cost of replacing lost or stolen Chromebook devices.

Termination of Agreement:

This Agreement may be terminated by the District for violation of its terms or for any other reason deemed appropriate by the District.

Upon termination, Users must return all District-owned Chromebook devices and accessories.

Emergencies

An emergency card is kept on file in each school office with parent's phone numbers for home and work. **An alternate person's name and phone number must be listed in case parents cannot be reached.** We attempt to notify parents or the alternate person immediately in case of a serious accident or illness. Parents are responsible to come to school for the child unless they have no transportations available. If parents or alternate designated persons cannot be reached, school personnel will take measures to provide emergency care.

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

Field Trips

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

Admission to School

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

Volunteers

From time to time, the teachers use volunteers for activities in the room. Whether room mothers, reading helpers, or party day helpers, if you come to volunteer, please make sure you sign in at the principal's office. If you have small children, please leave them at home if you are volunteering for the classroom. Per Board policy #916, all long-term volunteers must have appropriate clearances. Pennsylvania Public School Code, Section 1418(b) also requires TB testing if volunteering for 10+ hours per week.

School Health Services

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

Health Examinations

Certain health examinations are required by law. They are:

- Medical examination and comprehensive appraisal of every child upon entry into school, in the 6th grade, and the 11th grade.
- Dental examination upon entry into school, in the 3rd grade, and in the 7th grade.
- It is recommended that medical and dental examinations be done by the child's private physician and dentist. If they are not done privately, the examination will be done in school. Parents will be notified and are invited to attend. **Failure to have the required completed physical and/or dental exam on file may result in exclusion from school.**

- Hearing tests upon entry, in grades 1, 2, 3, and 7 and to any children with hearing problems.
- Vision tests annually for every child.
- Heights and weights annually for every child.
- Scoliosis screening in grades 6 and 7.

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

School Health Records

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

Immunizations

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

Accidents and Serious Illness

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

Communicable Diseases

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

- *Measles *Chicken pox *Strep infections
- *Whooping Cough *German measles *Scabies, impetigo and pink eye

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

Head Lice Information

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

Emergency Health History

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

Parents' Responsibilities

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

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

Medication Policy

Students are permitted to take medication at school provided they follow the proper procedures. This policy includes medication of all types such as pills, capsules, ointments, eye drops, ear drops, and inhalers for asthma. Students are not permitted to bring in medication without the appropriate medication form, nor are they permitted to keep the medication on their person. Both the medication and the forms are to be taken to the

office upon arrival at school. **Once the proper paperwork has been submitted, the parent must bring the medication to school – students are not permitted to transport medication.** It is encouraged that antibiotics be given around the school schedule.

Procedure for Administering Medication at School

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

Child Abuse

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

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

Additional Community Resources Include:

Child Abuse Hotline	1-800-932-0313
Family Services & Children’s Aid Society	677-4005
Venango County Children & Youth	432-9743
PPC Violence Free Network (24-hour hotline)	1-800-243-4944

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

Home Language Survey

Upon registering your child for school in the Oil City Area School District, you will receive a Home Language Survey. If you note on the survey that the main language spoken in the home is different from English, you will be asked to complete another survey to determine the need for English instruction. The Oil City Area School District is willing and prepared to help students who need the vital instruction in the English language. Students needing English instruction will be tested to determine their need. Based on the assessment results, students can qualify for additional instruction in English or assistance as outlined by a certified ESL instructor. All students will be taught by a trained ESL instructor. Any questions regarding ESL instruction can be directed to Dr. Amy Highfield, 677-3029.

7th Street and Smedley Website

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

E-mail Directory

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

Example: To contact Dr. Amy Highfield: ahighfield@mail.ocasd.org

Seventh Street Elementary:

Highfield, Amy - Principal	ahighfield
Adelman, Michelle- Nurse	madelman
Antkowiak, Becky	bantkowiak
Basham, Christy	cbasham
Benson, Ed	ebenson
Cochran, Cade	ccochran
Cotton, Jessica	jcotton
Eakin, Abby	a1maillaird
Forgey, Emily	eforgey
Heck, Lucy	lheck
Heise, Martha	mheise
Hoobler, Randi	rhobbler
Horner, Carmen	chorner
Marterella, Pam	pmarterella
McKinley, Amy	amckinley
Morfenski, Katherine	kmorfenski
Mumford, Jenny	jmumford
Staub, Stephanie	sstaub
Wade, Briana	bwade
Peterson, Nicole	npeterson
Zerbe, Kelly	kzerbe

Smedley Street Elementary:

Pizer, Lisa – Principal	lpizer
Eakin, Abby	a1maillaird
Lucy Heck	lheck
Hefferman, Laurel	lhefferman
Heise, Martha	mheise
Hostetler, Payton	phostetler
Klapec, Susan	sklapec
Marterella, Pam	pmarterella
Matthews, Stephanie	smatthews

Rodriguez, Jessica
Schwab, Betsy
Staub, Stephanie
Thompson, Kristen
Wade, Briana

jrodriguez
b1schwab
sstaub
kthompson
bwade

2024-2025 Oil City Area School District Calendar

First Day for Students Tuesday, August 27

First Semester Ends. Thursday, January 16
Second Semester Begins. Friday, January 17

Last Day for Students.
Wednesday, June 4

NO SCHOOL

Monday, Sept. 2
Friday, Oct. 4
Monday, Oct. 7 (Act 80)
Friday, Nov. 8 (Act 80)
Thursday, Nov. 28-Monday, Dec. 2
Monday, Dec. 23-Monday, Jan. 1
Monday, Jan. 20
Friday, Feb. 14
Monday, Feb. 17 (Act 80)
Friday, Mar. 14
Monday, Mar. 17 (Professional)
Tuesday, Mar. 18 (Act 80)
Wednesday, Apr. 16-Monday Apr. 21
Friday, May 9 (Act 80)
Monday, May 26

Professional Days: August 22, August 23, March 17, June 5

(Tentative Snow day Makeup: Feb 14, Mar 14, Apr 16, Apr 21, Jun 5, Jun 6, and continuing through June)



OIL CITY AREA SCHOOL DISTRICT

Excellence in Education

825 Grandview Road Oil City, PA 16301 Phone:814-676-1867

APPROVAL FOR STUDENT TRANSPORTATION- BICYCLE

Date: _____

I allow my child, _____, if given administrative permission, to transport themselves to and/or from school via bicycle.

Parent/Guardian Name (printed)

Parent/Guardian Signature

For Admin Office Use:

Date received:_____

Date entered:_____

Submitted:_____ rev 8/23



Oil City Area School District

825 Grandview Road, Oil City, Pennsylvania 16301

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

Lynda G. Weller, D.Ed.
Superintendent

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

Susan L. Fisher, CPA
Business Manager

Anna T. Lehnortt
Board Secretary

Dear Parent/Guardian:

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

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

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

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

Sincerely,

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