

# 2016-2017 PARENT/STUDENT HANDBOOK



Greater Johnstown  
*School District*

## **Purpose and Use of This Handbook**

The handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information.

**The Greater Johnstown School District will update this handbook on a regular basis. If you have any questions regarding this handbook, please contact your student's building principal.**



Dear Parents and Guardians,

Welcome to the Greater Johnstown School District! Your child's future begins here! The Board of Education and District administration believe student achievement blossoms in an environment defined by rigorous and relevant instruction, strong relationships and parent involvement, all made possible within a safe school setting. A key ingredient to our success is communication with our parents. One tool for communication is this Parent & Student Handbook. Much of the information included in the following pages will help you understand our district policies and procedures. Other sections describe state and federal laws related to not only our school but to all Pennsylvania public schools.

The Parent & Student Handbook is just one way in which we communicate. Parents can also access GJSD information via mass communication phone calls through alert solutions or by linking in and viewing the wonderful happenings of our district on our website, [www.gjsd.net](http://www.gjsd.net), or by following us on Facebook and Twitter, emails, the Trojan Times that is our newsletter sent to all households in the District four times each year.

I encourage you to stay involved in your child's education. Volunteer time on our campuses and communicate with your child's teachers, district administrators and staff. Together we can make a huge impact in the life of each student in the Greater Johnstown School District.

Dr. James Cekada

GJSD Superintendent of Schools

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## **School Board and Central Administration**

### **Greater Johnstown School District**

#### **Board of School Directors**

Richard Unger - President  
John Berzinsky - Vice President  
Cindy Ahlborn  
Vincent Arcurio  
Tom Dadey  
Edwin Mikesic  
Kimberly Murray  
Eugene Pentz  
Dan Tomak

#### **Central Administration**

Administrative Offices  
1091 Broad Street  
Johnstown PA 15906  
Phone (814) 533-5670  
Fax (814) 533-5655  
Dr. James Cekada - Superintendent  
Amy Arcurio - Assistant to the Superintendent  
Michael Vuckovich - Director of Education  
Justin Zahorchak - Federal Programs  
Amie Lumadue - Director of Special Education  
John Zahorchak - Business Manager  
Clarissa Berzinsky - Assistant Business Manager

## **Board Policy/Procedures/Administrative Regulations**

The Board of School Directors of the Greater Johnstown School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board, and for the safe and orderly operation of the school district.

Policies and local board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the school district are to be governed. As applicable, all employees/member of the Greater Johnstown School District shall be expected to comply with all Board policies and procedures, subject to the limitations established in the policies. Failure to abide by Board policies may lead to disciplinary action including suspension or termination of employment. All district policies can be found on the district's website in an easy to read format.

## **Board Meeting Times**

The Board of School Directors of the Greater Johnstown School District will meet the first Tuesday of the month beginning at 6:00 pm. Please visit our website for meeting dates, locations and agendas.



## Strategic Plan Overview

A clear educational design is the architecture for the work and provides plans for curriculum, professional development, tutoring, school wide positive behavior support, and developmentally appropriate practices. A balanced framework offers the means to achieve the essential life skills to illuminate the pathway to success. Success begins with a commitment and the unconditional belief that all students can learn. Success is planned with a deep understanding of SAS, SWPBS and Resiliency; and how those big ideas are incorporated into meaningful educational experiences that prepare students for college, careers and citizenship. The plan is greatly enhanced with partnerships with parents and the community. It includes continuous learning for our effective teachers and administrators who have a deep understanding of child development, curriculum, effective teaching, strategies and interventions for student behavior and academic achievements.

## Mission & Vision

- **Mission Statement:**

Through a shared vision, the Greater Johnstown School District, supported by pride and tradition, is committed to creating and sustaining a learning community where all learners will pursue high standards to succeed in a diverse global society.

- **Vision Statement:**

The Greater Johnstown School District envisions an effective learning environment for all children. An environment where teamwork, support of individuality, sense of community and integration of technology blend together to enrich the learning climate.

## Core Values

**Community:** GJSD is committed to providing consistent, unconditional support to students, staff and community.

**Academics:** GJSD holds high expectations which promote measured excellence and results that foster economic and sustainable academic growth for all.

**Lifelong Learning:** GJSD provides aligned professional development for staff and encourages lifelong learning for all.

**Reputation:** Excellence in Reputation: Honoring Pride and Tradition.

*We believe in a thriving community tomorrow by investing in every child's success today!*

# Greater Johnstown School District 2016-2017 School Calendar

**Greater Johnstown School District**  
**2016-2017 School Calendar**  
*Pride & Tradition*



**JULY**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**AUGUST**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**SEPTEMBER**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | *  |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**OCTOBER**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**NOVEMBER**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

**DECEMBER**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**JANUARY**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**FEBRUARY**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |    |    |    |

**MARCH**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**APRIL**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**MAY**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**JUNE**  

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

 School Begins/Ends for Students

 School Closed

 1-Hour Early Dismissal

 No School / Snow Day Make-Up

 Teacher In-Service (No School)

 Teacher In-Service/Meet Teacher (No School)

 Contracted PD Day (No School)

 Full Act 80 Day (No School)

 Teacher In-Service/Snow Day Make-Up (No School)

 Voluntary PD Non-Tenured Staff Encouraged to Attend

| Student Days      | K4 Through 12th |
|-------------------|-----------------|
| August            | 5               |
| September         | 20              |
| October           | 21              |
| November          | 18              |
| December          | 16              |
| January           | 19              |
| February          | 19              |
| March             | 23              |
| April             | 17              |
| May               | 22              |
| June              | 0               |
| <b>Total Days</b> | <b>180</b>      |

Deficiency Reports

September 27 - 1st Marking Period

December 5 - 2nd Marking Period

February 17 - 3rd Marking Period

April 27 - 4th Marking Period

End of Marking Periods

October 28 - End of 1st Marking Period

January 18 - End of 2nd Marking Period

March 23 - End of 3rd Marking Period

May 31 - end of 4th Marking Period

Report Cards

November 4 - 1st Marking Period

January 25 - 2nd Marking Period

March 30 - 3rd Marking Period

May 31 - 4th Marking Period

Back to School - Meet the Teacher Night

August 23 - East Side & West Side Elementary

August 24 - Johnstown Middle School

August 25 - Johnstown High School

## **Building Directory**

### **Greater Johnstown High School**

222 Central Avenue  
Johnstown, PA 15902  
Phone (814) 533-5601  
Fax (814) 533-5698

Michael Dadey – Principal  
Robert Heinrich – 9th Grade Academy Principal  
Thomas Smith – Assistant Principal

### **Greater Johnstown Middle School**

280 Decker Avenue  
Johnstown, PA 15906  
Phone (814) 533-5570  
Fax (814) 533-5564

Dino Scarton - Academic Principal  
Douglas Henry - Operational Principal  
Vicki Ryan - Assistant Principal

### **East Side Elementary School**

220 Messenger Street  
Johnstown, PA 15902  
Phone (814) 533-5550  
Fax (814) 533-5548

Frank Frontino - Principal  
Kimberly Moore – Assistant Principal

### **West Side Elementary School**

196 Westgate Drive  
Johnstown, PA 15905  
Phone (814) 533-5540  
Fax (814) 533-5592

Raymond Arcurio - Principal  
Bernie Conway – Assistant Principal

## **Helpful phone numbers**

### **Guidance**

**ESE** (814) 533-5550  
Melana Simms - ext. 20115

**JMS** (814) 533-5570  
Guidance- ext. 4119

**WSE** (814) 533-5540  
Don Trotz - ext. 30816

**JHS**(814) 533-5601  
Bill Chick - ext. 51184  
Danielle Hardison - ext. 51185  
Megan Kulish - ext. 54001

### **Nurse**

**ESE** (814) 533-5550  
Amy Gresh - ext. 20107

**JMS**(814) 533-5570  
Sonya Bair - ext. 4107

**WSE** (814) 533-5540  
Lisa Miller - ext. - 30818

**JHS**(814) 533-5601  
Tracy Pecora - ext. - 51182

### **School Psychologist**

**ESE** (814) 533-5550  
Courtney Kuncelman - ext. 20139

**WSE**(814) 533-5540  
Janelle McCoy - ext. 30819

**JMS/JHS**(814) 533-5570  
School Psychologist - ext. 4531

### **Attendance**

Truancy Officer – Rich Price  
Phone – 814- 533-5601 ext. 5976  
Email – [rprice@gjsd.net](mailto:rprice@gjsd.net)

### **Bus Transportation**

Current bus information can be found on the GJSD website. Any transportation questions may be directed to the transportation coordinator, Ray Arcurio at 533-5570 ext.

### **Emergency School Closings**

When winter weather arrives, Greater Johnstown School District has a plan. There is nothing more important than the safety of its students so the district has a comprehensive plan that is executed every time there is consideration of a school closing due to weather conditions. The district's transportation provider also provides information about road conditions for routes, possible delays and other considerations that may impact transportation for our more than 3,000 students who depend on school bus transportation. GJSD grounds crews also assess pavement conditions across the district. After all information has been reviewed, a decision is then made by 6 a.m.

Communication to parents is important when the decision is made to cancel classes. Here are ways you can find out if school is delayed or canceled. It's always a good idea to confirm information by checking more than one source.

- **Greater Johnstown Alerts-** Sign up to receive a text message in the event of a school emergency or school closure due to inclement weather. Contact Theresa Subich at [tsubich@gjsd.net](mailto:tsubich@gjsd.net) or your child's school to be added to the automated calls about delays, cancellations.
- **Email-** Check your email. Parents will receive an email from the district that includes weather related school closing information. Contact Theresa Subich at [tsubich@gjsd.net](mailto:tsubich@gjsd.net) or your child's school to be added to the automated calls about delays, cancellations.
- **Media Outlets-** Listen to any of these local media outlets: WJAC, WTAJ, WWCP, and Local radio stations
- **District Website-** Visit the district's website, [www.gjsd.net](http://www.gjsd.net), for weather related school closings information. An announcement will be posted on the front page.
- **Social Media-** Follow @gjsdnews on Twitter and Greater Johnstown School District on Facebook.

If bad weather continues and classes are canceling the following day, students will be notified in the same manner as the day before. Otherwise, students should assume classes will be in session.

## **Delayed Start**

There could also be a situation where the decision is to delay the start of school by one or two hours. That decision will also be made by 6:30 a.m., announced in the same manner as cancellation of classes. In the event of a one hour delay on a late arrival day for high school students, the entire schedule will be moved back one or two hour. The late arrival would then be one or two hours later than usual as would be the reporting time for teachers, etc.

### **Elementary schools**

- Classes will begin at **9:30 a.m.**, one hour later than the regular schedule.
- Breakfast will not be served on these mornings.
- Lunch will be served according to its regular schedule.
- Dismissal will be at the normal time of **3:40 p.m.**

### **Middle/high schools**

- Classes will also start one hour later than their normal time.
- Breakfast will not be served on these mornings.
- Lunch will be served according to its regular schedule.
- Dismissal will be at the normal time of **2:40 p.m.**

## **Greater Johnstown Alerts/Emergency Notification System**

Greater Johnstown offers an emergency text message alert system. Text message alerts will be used to communicate emergency messages from the district and/or schools as well as school closings due to inclement weather.

Please note that the emergency notification system is not connected to the system Greater Johnstown staff use to email parents. Although parents have provided the district with an email address and/or phone number for day to day communications, parents and students must register separately online to receive the alerts. Contact Theresa Subich at [tsubich@gjsd.net](mailto:tsubich@gjsd.net) or your child's school to be added to the emergency notification system.

## **Child Emergency Contact Information**

Please fill out the following form to provide emergency contact information for your child. In the event you are not able to be reached by all contacts you provide and emergency care is needed, your child will be taken to the hospital by ambulance and police will be contacted to notify you. [Click here](#) for the GJSD Emergency Contact Form. Please complete it and send it back to school with your child.

## **Parent Rights and Responsibilities**

### **Parents and Guardians have the right to:**

- Be heard in a respectful manner
- A prompt response to their inquiries and questions
- Be made aware of the rules and regulations that apply to students (Student Code of Conduct)

**Parents and Guardians have the responsibility to:**

- Build a good working relationship between themselves and their child, his or her teachers, and the school
- Work with their child to develop an appreciation for the value of an education and the importance of the work necessary to become successful
- Relate to school personnel with the same respect that they expect from school

**Notification of Rights Under the Protection of Pupil Rights  
Amendment (PPRA)**

Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding your child(ren) Participation in surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit that survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED);*
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behaviors or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than that required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for Hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use of:*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  3. Instrumental material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or emancipated minor under State law.



The Greater Johnstown School District has developed and is revising policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, purposes. (Board Policy #235 entitled Student Rights/Surveys) The Greater Johnstown School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Greater Johnstown School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Greater Johnstown School District will make the notification to parent at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in the whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **Media Release**

From time to time, GJSD publishes pictures of students to promote or celebrate our educational and athletic programs. Currently, the district is running two websites, a school newsletter and a monthly feature in the local newspaper that showcase our students' efforts and accomplishments. We would like to have your permission for GJSD to photograph/videotape your child and incorporate these photos and videos into our district and athletic websites and publications. This includes the creation of highlight videos to be posted on our website from the many sports offered at GJHS, or announcements about programs or events happening throughout the district.

If for any reason your child is identified specifically by name, the GJSD will contact you for permission to publish their image. If you do not permit your child's image to be used in any of these settings, please submit a letter to the building principal.

## Title I Information

Title I, applies to the East Side and West Side Elementary Schools and the Johnstown Middle School. These schools provide school-wide Title I services to all students who meet the criteria that requires services be provided to students with academic need who are economically disadvantaged. Economically disadvantaged students are identified by federal guidelines based on the free and reduced lunch program. Identifying students with academic needs is done through assessment of the students. For further information, please refer to the Title I parent handbook available at your child's elementary school or on the District's web page.

## Health Services

### Screenings

PA state law mandates a series of yearly health screenings for each child in the Commonwealth. As a service to you, the district will conduct these screenings and alert you if there are any results that raise concerns. These screenings include:

- Height, Weight, and Vision (every grade level)
- Hearing (K, 1st, 2nd, 3rd, 6th, 7th, 11th)
- Color Blindness (2nd)
- Scoliosis Screening (6th, 7th)

**Medication Policy** - visit our website, under the parent tab, health office link.

- Medications will be given during school hours when necessary. We encourage dosage schedules which allow medicine to be taken before and after school. When this is not possible, health services personnel will administer medication to your child at school. If your child will need special assistance or additional monitoring to take their medication at school, please contact the school nurse to discuss.
- The parent must obtain the "Authorization for Medication During School" forms which are distributed out of the main office or the health office or can be printed from website. Then the physician must complete this form and submit it to school officials stating that the student must take medication during school hours. Do not omit anything. 2. The parent/guardian must submit a written request to school officials stating that the medication be taken as prescribed in the physician's statement and the parent acknowledges the full responsibility for the medication which they request to be taken at school by their child. **THESE FORMS MUST BE COMPLETED IN FULL WITH PHYSICIAN'S SIGNATURE IN ORDER FOR SCHOOL OFFICIALS TO ASSIST STUDENTS IN TAKING ANY MEDICATION.**
- The school requires, written instructions of the prescribing physician to school officials that medication (**prescription or over the counter**) be administered to the student. Included in the request must be the name of student, name of medication, dosage, time to be administered, diagnosis, possible side effects and the physician signature. Parental permission and signature are also required.
- All medication must be delivered to the school or health office by a parent/guardian or authorized adult. Medication must be delivered in original container.
- Students who suffer from asthma or serious allergies may be permitted to carry an inhaler or epinephrine auto-injector (epi-pen). Any child who wishes to carry any of these devices must demonstrate competency in the possession and use of the device. Each child's competency with their device will be assessed by the school nurse, and permission to carry

any of these devices will only be granted after the school nurse is satisfied that the child is competent and a student-agreement form has been completed. This permission can and will be revoked at any time a child demonstrates irresponsible behavior in relation to the management of these devices.

***\*It is important that you as the parent/guardian know that your child is NOT allowed to carry their own medication (prescription or over the counter), and understand the seriousness of this situation. The possession of any controlled substance is illegal on school grounds and any unauthorized person possessing medication could be subject to criminal charges or other legal proceedings.***

## **Physical Examinations**

- PA state law requires that every child attending public school have a complete physical examination upon entry into any school (including transfers), before entering the 6th grade, and before entering the 11th grade.
- If you prefer that your child's physical examination be completed by your family doctor, please have your doctor complete the district's Student Physical Exam Form located on the GJSD Website ([www.gjsd.net](http://www.gjsd.net)). If no proof of a private physical examination is provided, the school will schedule your child for a physical examination that will be administered by the district's physician.

## **Dental Examinations**

School Health Law also requires dental examinations upon entry to any school (including transfers), and in grades 3, and 7. We recommend that your family dentist complete these examinations. A special form is provided for these exams on the GJSD website ([www.gjsd.net](http://www.gjsd.net)) Please have your family dentist complete the "Private Dental Exam" form and return it to the school nurse at the beginning of the school year. If no form is received, our school dentist will schedule your child for an examination.

## **Entry into GJSD**

### **Registering Your Child**

Greater Johnstown School District has updated its Student Registration Packet and has made the forms available online. If you need to register your child, change your address and/or telephone with the District, withdraw or submit new health forms, these are now available on the Parent Tab of the Greater Johnstown School District Website ([www.gjsd.net](http://www.gjsd.net)).

Centralized registration is conducted at our 1091 Broad Street Administration Office. Contact the building which your student will be attending to make an appointment for centralized registration. At that time you will receive a checklist of items you will need to bring with you for your appointment. To register, please make your appointment through the following numbers: HS > 533-5601; JMS > 533-5570; ES > 533-5550; WS > 533-5540 and Moxham Neighborhood School > 262-8181 and Morrell Neighborhood School > 262-8184. You can also contact Theresa Subich at 533-5670 or [tsubich@gjsd.net](mailto:tsubich@gjsd.net) for further details. GJSD encourages parents to print out and have all forms ready, if possible, prior to their appointment. If you have children that will be attending different buildings, you will only be required to visit one location to register all of the students.

**Select the Parents Tab on the Home-Page and navigate to Student Registration.**

In order to best serve your child's, educational, health, safety, nutritional, and personal needs, it is necessary for the district to have a thorough understanding of your family's situation. To ensure consistency, all registrations will follow the same procedures. For your convenience and support, please bring the following items to register your child:

- **Birth Certificate**
- **Social Security Card**
- **Proof of Residency**
- **Immunizations**

### **Immunizations Required**

PA state law requires that every child attending public school have a complete physical examination upon entry into school. PA state law also requires written proof that your child has received the following immunizations before attending public schools:

- Diphtheria, Pertussis, and Tetanus 4<sup>th</sup> dose (on or after the 4<sup>th</sup> birthday)
- Polio (3 doses required)
- Measles, Mumps and Rubella (2 doses required)
- Hepatitis B (3rd dose must be after 6 months of age)
- Varicella 1<sup>st</sup> and 2<sup>nd</sup> (or written, dated proof of chickenpox disease)
- Tdap Booster (Required for all incoming 7th graders)
- Menactra (Required for all incoming 7th graders)

(PA.Code chapter 23, subchapter C)

These and all medical records can be faxed from your doctor's office to your child's school at the following numbers:

- Greater Johnstown High School: 814-533-5698
- Greater Johnstown Middle School: 814-533-5564
- East Side Elementary: 814-533-5548
- West Side Elementary: 814-533-5592

#### *Exclusions*

*\* For the safety of students, the Greater Johnstown School District reserves the right to exclude any student who is not properly immunized from all school activities in the case of an outbreak of any contagious disease.*

## **Student Services**

### **Counseling**

All students can learn. A student who is troubled, however, cannot learn as easily. School counselors can help. Divorce, substance abuse, child abuse, poverty, violence and suicidal thoughts are among the social stressors placing students at-risk of educational failure and dropping out of school. GJSD has a comprehensive guidance program that provides direct services by certified school counselors.

The counseling program addresses three areas: academic, career and personal/social. School counselors advocate, mediate, coordinate, consult, lead and collaborate with teachers, administrators and parents to help students be successful.

Some of the roles of the counselor at GJSD include but are not limited to:

- Individual and/or group counseling
- Respond to student needs in crisis situations
- Orient students to new school settings
- Work with absentees, potential dropouts and other at-risk students
- Refer students to special programs and/or services when necessary
- Analyze test results to provide information about abilities, achievement, interests and needs
- Help with individual school, college, and career plans
- Coordinate efforts with other school specialists
- Conduct conferences with parents
- Refer students and families to resources in the community

All of these activities and duties can make a real difference in students' lives, improving their self-understanding and self-confidence, motivation, decision-making, goal-setting, planning and problem solving, interpersonal relationships, communication skills, respect for others and more.

As a parent, you are able to contact your child's guidance counselor at any time. As a district, we encourage parental involvement, and the school counselor can serve as the primary contact for many parents in connecting with the school. Studies have shown that children have greater academic achievement when their parents are involved in their education. Motivation, positive attitudes about self and sense of control over their environment improve with parental involvement in the schools. You, the parent, are the most important resource for the school counselor and others. Your involvement is critical in helping your child to be successful. Ask the school counselor how you can be more involved in what is happening with your child's education. For the counselor name and number in your child's school, please refer to page 10 of the handbook.

### **Student Assistance Program**

SAP is a Student Assistance Program. It is a school based program at Greater Johnstown School District comprised of school and agency staff. The purpose of the program is to identify and assist students who are experiencing barriers to learning.

The SAP team will work with parents/guardians to help find services and assistance within the school, or if needed, in the community for our students. The SAP team does not diagnose, treat, or refer your child for treatment. Instead, they will provide you with the information and you make the choice(s) that best fit your needs and wishes.

Please visit each school's website for additional information regarding their building contact and teams.

### **Homebound**

#### **Summary of School Board Policy - No. 117**

The Board shall provide, pursuant to rules of the State Board of Education, individual instruction

to students confined to home or hospital for physical disability, illness or injury; or when such confinement is recommended for psychological or psychiatric reasons.

The district will provide individual instruction only for those confinements expected to last at least two weeks with instruction commencing at the beginning of the third week.

### **Instruction Conducted in the Home**

"Instruction conducted in the home" is included in the definition of special education located in the federal regulations (34 CFR §300.39(a)(i)) and is recognized as a placement option on the continuum of alternative placements for students with disabilities (34 CFR §300.115). The use of instruction conducted in the home is restricted to students whose needs require full-time special education services and programs outside the school setting for the entire day. Ordinarily, these will be students who, because of a severe medical condition or mobility impairment, are unable to leave home to attend school.

### **English as a Second Language Services**

The Civil Rights Law of 1964, Title VI requires that school districts identify limited English proficient students. The Greater Johnstown School District has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district has the right to ask for the information it needs to identify English Language Learners (ELL).

The Home Language Survey will be given to parents and/or guardians of all students entering the district. Screening tests are given to students whose native language was not English. If the result of the screening test indicates a need for English as a Second Language service, then additional assessments are given to find how much service your child might need.

Students who need assistance with English are referred to as English Language Learners (ELL). In Greater Johnstown School District, students who qualify for services will receive instruction in a program called English As a Second Language (ESL).

English as a Second Language is taught by a teacher for part of the school day to help your child learn to speak, read and write English. The rest of your child's classes are the regular classes taken by other students. English Language Learners are to be considered regular students who have a need for additional help. Students in the ESL program are monitored for their academic and social progress. Even after the child exits from the program, he or she will be monitored for at least one academic year to ensure his or her continued academic success.

Parents are entitled to have school documents translated if they have a need. Parents and/or guardians also have the right to have a translator present if those services are needed.

If you any questions about English as A Second Language services, contact the Superintendent's office at (814) 533-5670.

### **Gifted Instruction**

The goal of gifted services is to challenge and support the students through acceleration,



enrichment, differentiated instruction and/or extracurricular opportunities. The focus of these opportunities is based on the strengths and individual needs of the student.

## **Community Resources**

From time to time it may be necessary for your child to work with individuals who are not employed by the district. These individuals may include student teachers, college tutors, employees of the Cambria County Child Development Corporation, the Alternative Community Resource Program, Foster grandparents, the Intermediate Unit, other community resource organizations, or board approved volunteers. The GJSD Board of Directors requires that these outside agencies strictly adhere with ALL state student safety guidelines and district policies.

## **Homeless**

Under the NCLB Act of 2001, the term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence. Children and youths who are identified as homeless are automatically eligible for some programs and services. If you feel your child (ren) might fit this definition or know of a child in this situation, contact assistant Superintendent at 533 – 5677. The Assistance Superintendent is the Homeless Liaison and can determine eligibility and coordinate services.

## **Student Responsibilities**

### **Bullying**

Anyone having interactions with students or with employees of the district shall treat them with professionalism, courtesy, dignity and respect. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as those that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing in all forms of communication. Examples of uncivil behavior shall include, but are not limited to: bullying; cyber bullying; hazing; the use of profanity; personally insulting remarks; attacks on a person’s race, gender, nationality, or religion; and behavior that is out of control.

In accordance with Pennsylvania law, bullying is defined as any intentional gestures or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. harming a student or staff member, whether physically or mentally;
2. damaging a student’s or staff member’s property;
3. placing a student or staff member in reasonable fear of harm to the student or staff member;
4. placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or
5. any other form of intimidation or harassment prohibited by the Board of Education of the school district.

Any uncivil behavior should be reported to the student’s principal, the employee’s immediate supervisor or to the Human Resources department as may be appropriate. A record will be made of the alleged incident and the action taken. Confidentiality will be observed whenever possible to protect the complainant and the alleged offending person. Employees may be subject to additional action under building and/or district policy or guidelines. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Nothing in this policy should be construed to limit open and frank discussions of issues.

## **Behavior and Discipline**

For the purposes of this policy, discipline shall be defined as all of the actions that support and guide student activities within a school and that establish a climate designed to achieve the purposes and objectives of the district in the most effective manner.

Appropriate discipline shall be administered based upon the seriousness of the inappropriate behavior and shall be progressive. Consequences shall include, but not be limited to, the training and strengthening of student self-control in such a way as to contribute to the academic and social growth of each student.

## **Code of Student Behavior**

- a. Schools must have reasonable rules for student behavior, which are consistently enforced. Schools must maintain safe, positive, educational climates that are conducive to effective learning. Students shall be expected to adhere to appropriate codes of behavior established by the district and the schools.
- b. District staff shall develop and enforce fair, firm and consistent behavioral expectations within their schools. Behavioral expectations for students shall be age appropriate and shall be made clear to students, staff and parents. Positive school citizenship shall be encouraged and reinforced within the entire school community.
- c. Students shall be expected to become increasingly responsible for their own behavior as they grow older. Refer to the GJSD Code of Conduct for additional information.

## **Unacceptable Behavior**

- a. Every Student shall have an opportunity to attend school and receive an education without fear of harm or injury to person or property. No person shall be allowed to endanger the safety of students or district staff, damage property, interferes with the education process, or attempt to close the schools.
- b. Students who commit any of the following acts shall be subject to corrective measures:
  1. Violation of school rules;
  2. Failure to comply with reasonable request(s), defiance, and/or insubordination;
  3. Making threats, harassment, bullying, cyber bullying, hazing, intimidation, extortion, and/or bodily harm;
  4. Disrespect for others;
  5. Obscenity, profanity, or indecency;
  6. Possession, transfer, consumption, sale, or being under the influence of alcoholic beverages;
  7. Possession, transfer, use, consumption, or sale of narcotics, drug, paraphernalia, other restricted substances or being under the influence of same and/or use of inhalants;
  8. Possession or use of a weapon;
  9. Smoking and/or possession of tobacco products;
  10. Theft;
  11. Violation of compulsory attendance laws, excessive tardiness, and/or absences;
  12. Unruly conducts;
  13. Possession of pepper spray or mace;
  14. Forgery;
  15. Trespassing;
  16. Arson;
  17. Vandalism;

18. Violation of board policy;
  19. The use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promote academic dishonesty; or
  20. Other unacceptable behavior.
- c. Corrective measures for unacceptable behaviors shall be described to the students in advance. Those measures may include, but are not limited to, the following: counseling, conferencing, parent involvement, referral to specialists/agencies, detention periods, work sessions, exclusion from class, in-school and out-of-school suspension, Alternative School and expulsion.

### **Use of Communication Technologies by Students**

Communication technologies shall be defined as technologies used on district grounds or at district activities, whether or not owned or operated by the district, including, but not limited to: computer networks, the Internet and email.

Student use of communication technologies shall be considered a privilege, which may be restricted or denied. Any student who uses communication technologies in an inappropriate or unacceptable manner or in violation of board policies or administrative guidelines, shall be subject to disciplinary action including, but not limited to, temporary or permanent loss of use.

### **Attendance**

The Greater Johnstown School District recognizes its responsibility to enforce the Pennsylvania School Code. It also acknowledges its commitment to work with parents/guardians and children who are experiencing attendance and other related issues that are associated with truancy. The Greater Johnstown School District has the following resources available to support students who are affected or impacted by the effects of truancy: School Counselors, Home and School Visitors, Certified School Nurses, and School Psychologists. The Greater Johnstown School District works with the Alternative Education Program and Cyber Schools.

All parents and guardians, according to the Pennsylvania School Code, have the responsibility to ensure that their children are not unlawfully absent. The school district insists that parents bring their children to school or make appropriate arrangements for their arrival. Failure to do so will result in enforcement of the Pennsylvania School Code under its laws and statutes.

In Pennsylvania all children of “compulsory school age” must attend school. “Attend school means that the child must go to a regular public school, a charter school, a licensed private or religious school, or an approved home schooling program.

Additional information is available on the website ([www.gjsd.net](http://www.gjsd.net)). Select the Parents Tab on the Homepage and navigate to Attendance.

## **Personal Appearance- Dress code**

Student clothing shall be appropriate for students in the business of learning. Clothing or appearance that distracts from the purposes of the school shall not be permitted. Student clothing shall reflect a sense of self-respect and personal dignity.

District staff shall seek parent cooperation in encouraging students to adhere to this policy.

## **Student Personal Appearance Guidelines**

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes and parental dictates. Community groups may vary from school to school in the way they view this issue. Keeping this difference of opinion in mind, The Greater Johnstown administrators will ensure that students follow these guidelines when faced with issues about dress.

1. Clothing that disrupts learning\* is not appropriate for students to wear to school. Students will be asked to change their clothes if such clothing is worn.  
\*Examples of clothing that disrupts learning include:
  - Apparel that exposes a bare midriff;
  - Apparel that allows undergarments to show (i.e. boxers under low-slung jeans, bra straps under revealing tops);
  - Any clothing that is too tight.
  - Short shorts or short skirts or skirts with provocative slits; and/or
  - Necklines that is provocative.
2. Provocative clothing is also inappropriate.
3. Parents will be encouraged to monitor student dress to support a learning environment.
4. Apparel items posing a threat to the safety of the school community members are not to be worn in schools (i.e. chains, studded accessories).
5. Clothing and accessories that advertise illegal activities, gangs, or items students cannot legally buy will not be worn in school also any clothing displaying objectionable pictures, double-meaning wording, obscene language, alcohol, drug or tobacco advertising
6. Hats/caps or hoods will not be worn during the school day.
7. Sponsors of extra-curricular activities also will be expected to have students adhere to these guidelines as appropriate.

## **Suspected Abuse**

When a district administrator is investigating reported child abuse, the Mandated Reporter Protocol in the District Management Guide shall be followed.

## **Drug and Alcohol**

### **Alcoholic and Cereal Malt Beverages**

The use, possession, or transfer of any alcoholic or cereal malt beverage, including being under the influence of such beverage, on district property or at district-sponsored activities, either within or outside the district, is prohibited. If reasonable suspicion exists to believe that a student has used, consumed or is under the influence of an alcohol or cereal malt beverage in violation of this policy, a SRO, school administrator, and school nurse will conduct a safety assessment. Any student who violates this policy shall be suspended for not more than 10 school days by the principal and may be referred to the district's Suspension and Expulsion Committee for further

action. A suspension may be reduced if the student seeks a professional alcohol assessment and provides evidence of having done so.

### **Controlled substances (Drugs)**

The use of, possession, or transfer of a controlled substance on district property or at district-sponsored activities, either within or outside the district, shall be prohibited. The transfer of a prescription medication to any person other than the person for whom the prescription was written shall be prohibited. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than 10 school days by the principal and may be referred to the district's Suspension and Expulsion Committee for further action. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. The above paragraph does not apply to a medication taken by a student as prescribed by his/her physician.

### **Cigarette and Tobacco Products**

The use, possession, or transfer of any cigarette or any tobacco product (including E-cigs, hookah pens, etc.) on district property or at district-sponsored activities, either within or outside the district, shall be prohibited. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than 10 school days by the principal and may be referred to the district's Suspension and Expulsion Committee for further action. The District Magistrate may also be notified for a filing of a summary offense under PA ACT 45 of 1997. A suspension may be reduced if the student enrolls in a "stop smoking" or tobacco cessation program and provides evidence of such enrollment.

### **Inhalants, Non-prescription Medication and Drug Paraphernalia**

The inhaling of products such as solvents, aerosols, nitrites, or anesthetics, which are not manufactured for the purpose of inhalation, shall be prohibited. The use of non-prescription (over-the-counter) medication in a manner or for a purpose other than described on the product label shall be prohibited. The use, possession, or transfer of drug paraphernalia shall be prohibited. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than 10 school days by the principal and may be referred to the district's Suspension and Expulsion Committee for further action. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. Any district employee who observes a student exhibiting an apparent health disturbance shall refer such student to the school nurse for further observation. If, after observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of alcoholic or cereal malt beverages or the use of a restricted substance, the nurse shall alert the principal, who shall then immediately contact the student's parents and urge that a physician be consulted. All principals shall report all facts that may indicate an apparent violation of criminal or juvenile laws. Such reports shall be made as soon as possible to the local law enforcement agency or SRO. A school principal may devise an appropriate disciplinary plan relating to the substance abuse in question.

### **Student Drug Testing**

The purpose of this policy is to help foster an alcohol and drug free environment in the Greater Johnstown School District. Student drug testing seeks to decrease drug use among students via two routes. First, random testing will serve as a deterrent and give students a reason to resist peer pressure to take drugs. Secondly, drug testing can identify teens who have started using drugs and would be good targets for early intervention, as well as identify those who

already have drug problems, so they can be referred for treatment. Using drugs not only interferes with a student's ability to learn, but it can also disrupt the teaching environment, affecting other students as well. Examples of documented drug and alcohol related incidents the School District is attempting to reduce or eliminate include, but are not limited to students attending athletic events and school sponsored dances and discovery of illegal and prescription drugs in student lockers and backpacks.

The development of this policy is based not only on documented incidents of student alcohol and drug use, but also the longitudinal results of the Pennsylvania Youth Survey completed by students in grades 6,8,10 and 12 on a biannual basis. Participation in any extracurricular activities is a privilege, not a right. Students who volunteer to participate in these programs have a lesser expectation of privacy and are expected to accept the responsibilities granted to them by this privilege.

Effects of Drug/Mood Altering Substances usage impact everyone in the educational environment. With regard to students participating in extracurricular activities, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is participating is particularly high.

Testing is a non-curricular issue. Drug test results, positive or negative, will not appear on the student's permanent transcript or any other permanent record.

The goals of this policy are:

1. Protect the health and safety of students
2. Deter student drug use and possession
3. Prevent disruption to the educational process
4. Provide access to assistance programs to students needing assistance

Greater Johnstown School District Policy 227 prohibits the possession, use, misuse or the distribution of drugs (controlled or mood altering substances), including, but not limited to : anabolic steroids, "look-alikes," "designer drugs" (including synthetic look-alikes, i.e. K2 and other street name alternatives), drug paraphernalia, health-endangering substances, medication not registered with the health office, or alcohol on school district property, school buses, or during activities under school jurisdiction. This policy encompasses students in grades 9 through 12 participating in any extracurricular activity. In addition, this policy includes, but is not limited to students involved in homebound, home educated, virtual, cooperative agreements and cyber/charter programs who wish to participate in the aforementioned activities. This district welcomes all students, with the permission of their custodial parents/guardians, to voluntarily participate in the program.

The district requires written permission from both the student his/her custodial parents/guardians to consent to drug testing. No student will be able to participate in any extracurricular activity. Written consent shall be in the form attached to this policy as 227.1. Attachment.

**Extracurricular Activity** - within the meaning of the policy includes all interscholastic athletics, clubs and other activities in which the students participate on a voluntary basis.



**School Property**-all locations under the jurisdiction of the Greater Johnstown School District including: field trips, sporting events, competitions, school district transportation vehicles, etc in or out of state of Pennsylvania.

**Drug/Mood Altering Substances**-any controlled substance, non-controlled substance, “look-alike” substance or health endangering substance, and “designer drugs”, including, but not limited to anabolic steroids and synthetic look-alike, i.e. “K2” and other street name alternatives detailed below:

- a. **Controlled Substance** - any drug or substance listed in schedules 1-5 of the Pennsylvania Drug Device and Cosmetic Act of 1972. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.
- b. **Non-controlled Substance** - any substance containing phenylpropanolamine, pseudo ephedrine, ephedrine, or any other non-controlled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above any product that includes chemical solvents or aerosol carcinogens is also considered a non-controlled substance
- c. **Designer Drug** - a controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar in Schedule 1 or 2 of the Pennsylvania Drug Device and Cosmetic Act of 1972.
- d. **Look-Alike Substance** - a non-controlled substance whose physical appearance of the finished dosage form containing the non-controlled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.
- e. **Health Endangering Substance** - any substance that may be harmful to the individual and that is not covered in the Pennsylvania Drug Device and Cosmetic Act of 1972.

**Drug Paraphernalia** - equipment, products, and material of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling, or otherwise introducing to the human body a controlled substance.

**Medical Vendor** - the medical office, testing laboratory or company selected by the School Board of Directors to carry out the policy and procedure.

**Medical Review Officer (MRO)** - a licensed physician or his/her designee trained and certified in the process and interpretation of drug testing results.

**Program Coordinator** - the building principals or designee shall be the points of contact with the Medical Vendor.

**Pool Group** - students involved in extracurricular activities,, and students volunteering to participate in random drug testing will be combined into one group. Only students actually participating in extracurricular activities during the non-school year summer months will be part of the Pool Group for testing during the summer months. A student who quits an activity during the school year shall remain in the pool group for the duration of the testing window (July 1 – June 30).

**School Year** - any time between July 1 and June 30.

**Permanent School Year Suspension** - suspended for the remainder of the student's Greater Johnstown School District current school year, unless deemed otherwise by administration.

**Chain-of-Custody Form** - a preprinted form provided by the Medical Vendor that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification. The Medical Vendor shall be a testing lab licensed to perform drug tests in the State of Pennsylvania. The testing lab shall perform the original tests at the Greater Johnstown High School and shall at all times control the testing and chain-of-custody of the test samples. The Medical Vendor shall oversee the collection of all urine samples. The urine samples will be tested by the Medical Vendor at its facility and not at the Greater Johnstown High School campus, unless the Medical Vendor determines it can perform the testing at the Greater Johnstown High School.

**Citizenship Standard** - any student who is proven by self admission or admission by the parent/guardian to violate the policy throughout the calendar year while off campus will be subject to suspension from all school-sponsored athletic activities according to the offenses outlined in the Consequences For Violating The Drug/Alcohol section of this policy.

**Suspension from Extracurricular Activity** - based upon a positive result from a drug test, the student may practice but not be permitted to participate in the extracurricular activity. Practice is defined as participating in practice with team or organization or meeting but not participating in any event, field trip or game. The recommended treatment will supersede the extracurricular activity privileges. The suspension of extracurricular activities or privileges, upon verification of a positive result, is immediate.

**Adulterant/Adulteration** - any attempt to alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample.

**Oversight Committee** - a committee consisting of the the high school principal, the high school assistant principal, Athletic Director, School Nurse or their designees. This committee will be advised of all true positive test results (which means if first test result is positive, then the same sample will be retested to determine if there is a true positive test result), the chronology of events, suspension of privileges, adherence to remedial or rehabilitative programs and the reinstatement of privileges.

## **TESTING PROCEDURES**

Random testing up to 20 tests per quarter shall be conducted without prior notice of students who have signed a Drug Testing Consent Form. Students selected for testing shall be chosen at random, using a scientifically valid method. A student notified that he/she has been selected for random testing shall proceed immediately to the test site on campus. Students participating in

any summer activities will also be included. Nothing in this policy shall prohibit additional drug testing as otherwise permitted by law or by district policy or regulation.

### Drugs Tested

All urine specimens may be screened for the presence of the following drugs, including, but not limited to:

- Alcohol
- Amphetamines/Methamphetamines, MDMA (ecstasy), MDA Anabolic Steroids
- Barbiturates
- Benzodiazepines
- Cannabinoids (Marijuana)
- Cocaine
- Methadone
- Opiates
- Phencyclidine (PCP)
- Propoxyphene

All samples will be screened and verified by Gas Chromatography/Mass Spectrometry certified by the MRO.

### Random Testing

Testing will be done without prior warning. The dates of testing and the number of tests to be performed will solely be determined by the district. Students are randomly selected using a scientifically valid method. Subject to the Pool Group rules, random testing may be performed at any time between July 1 and June 30 of any given year.

Drug testing, by way of urine samples, will be conducted and analyzed by the Medical Vendor. Trained and certified personnel shall collect samples, in a manner that is in conformance with industry standards which properly balances the values of privacy and confidentiality with the accuracy of the test. The urine sample will be analyzed at a lab or on site at the discretion of the administration and/or the Medical Vendor. The testing process shall utilize appropriate Chain-of-Custody procedures.

### Sample Collection

Any eligible student selected randomly for drug testing who is absent on the day of testing will be tested on the next testing date. No student shall alter the outcome of a drug test by adding a substance to a sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the sample or participate in any form of Adulteration.

If a selected student is unable to produce a sample at the time of the test, the student will not be excused from the test. The student will be required to wait until said sample can be

produced. All positive test results will be reported to the Oversight Committee in accordance with the record maintenance and disclosure section of this policy.

### Consent For Testing

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent will be attached to the student's signed Drug Testing Consent Form.

Students who have signed Drug Testing Consent Forms must cooperate reasonably with drug testing procedures pursuant to this policy. Any student who fails to cooperate will be subject to the same consequences as students testing positive during a drug screening.

Provided this Policy does not undergo substantive modifications or amendments, a signed Consent will continue from the date of signing said Consent to the end of the student's school career or upon termination by parent/guardian (or the student if over 18 years old), the earlier of. If the policy is substantively amended after a Consent is signed, a new Consent will be obtained by the School District.

### **POSITIVE TEST RESULT EXCEPTIONS**

If a student tests positive for any drug, the building principal shall disclose the result only to the Oversight Committee, the student who was tested, and to the student's custodial parents/guardians.

If a student is taking a prescription drug under the direction of a physician and tests positive the student will have seventy-two (72) hours, excluding weekends and holidays, to present a prescription and/or physician's letter to the MRO to determine its effect on the test results. The MRO will advise the School District if the prescription medication alters the test results as soon as possible. If a timely request for review of the effect of prescription medicine is made of the test results, the student may continue to participate in extracurricular activities, until the MRO makes a decision on the prescription information effect on the test results.

Any party testing positive may request to be retested, provided said retesting takes place within twenty-four (24) hours of the time of notice to the parent/guardian of the first test results (even if only by telephone contact). The retest must be taken at the same laboratory that performed the original test and unless otherwise provided herein shall be at the cost of the student, parents or guardian. The retest will require the student to provide a new sample to the Medical Vendor in accord with the Medical Vendor's rules regarding the taking of urine samples. If the retest results come back negative, the School District will reimburse the student/parents or guardian for the cost of the retest. During the twenty-four (24) hour retest period, the student may participate in extracurricular activities.

## **VOLUNTARY DRUG TESTING PROGRAM**

The district will establish a voluntary drug-testing program for those students of age of consent and for all other students requested by their custodial parents/guardians to participate in the program. These students will be placed in the same Pool Group as all other students in the mandatory program.

On an annual basis, custodial parents/guardians of students in grades 9-12, who are not in sports, activities, may consent to have their student(s) participate in voluntary drug testing by signing a Drug Testing Consent Form. To participate in drug testing, the consent of a custodial parent/guardian is required. Consent forms may be obtained from school offices.

The building principal or designee shall maintain a file of signed Drug Testing Consent Forms. Any written revocation of consent shall be attached to the student's signed Drug Testing Consent Form.

A student may voluntarily submit to drug testing per the Citizenship Standard defined herein.

## **RECORD MAINTENANCE AND DISCLOSURE**

All drug testing results must be maintained at the Greater Johnstown High School office in separate secure files.

All drug-testing results are confidential. Records may only be released to the Oversight Committee. Information regarding test results will not be released to juvenile or criminal authorities. Exceptions to this section will be:

1. District records may be released to a student's legal guardian upon receipt of written request.
2. District records may be released to a student's drug/alcohol/rehabilitation counselor for the purpose of treatment only. This request must be approved by the legal guardian and must be in writing.
3. District records may be released to comply with an order of the court. The legal guardian will be notified of such action.

## **CONSEQUENCES FOR VIOLATING THE DRUG/ALCOHOL POLICY OR TESTING POSITIVE DURING A DRUG SCREENING**

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's' academic records. Information regarding the results of drug tests will be maintained in accordance with the Records Maintenance and Disclosure section of this policy. Any student who refuses to have a drug test will have the same consequences as a student violating this policy or testing positive during a drug screening.

The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive shall have their record maintained throughout their school career.

If a student tests positive, his/her privileges to participate in extracurricular activities, to attend before or after-school events, will be revoked in accordance with the progressive consequences process.

#### First Offense

**First offense** is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the first time.

The student participant will receive a fifteen (15) calendar day suspension from participating in extracurricular activities, attending before or after-school events, with option to re-test at the same testing laboratory after five (5) days at the parent/guardian's expense. Results of this test, if negative, will result in reinstatement of privileges. In either case, students must adhere to the following:

1. Custodial parent(s)/guardian(s) of the student must meet with the Safety Coordinator/Athletic Director or designee to discuss the results of the drug test.
2. The student will be required to participate in the Greater Johnstown Student Assistance Program described in Greater Johnstown School District Policy 236.
3. The student must take a drug test at the same testing laboratory before resuming participation in extracurricular activities, attending before/after school events. The student must test negative prior to restoration of all privileges. A positive result will constitute a second offense. The cost of this test will be incurred by the student's' parent/guardian or the student (if eighteen (18) years or older).

#### Second Offense

**Second offense** is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the second time.

The student participant subject to a second offense will receive a suspension from participation in extracurricular activities, attending before or after-school events, for thirty (30) days from the date of the positive result. Before privileges will be restored at the end of thirty (30) days, the following will have to be completed:

1. Custodial parent(s)/guardian(s) of the student must meet with the Safety Coordinator, or designee, to discuss the results of the drug test.



2. The student will be required to participate in the Greater Johnstown Student Assistance Program described in Greater Johnstown School District Policy 236.

3. The student must submit to drug testing at the same testing laboratory at random intervals during the thirty (30)- day suspension. The costs of these tests will be incurred by the student's parent(s)/guardian(s) or the student (if eighteen (18) years or older). Negative results on all re-tests are required for the student to be readmitted to all privileges. A positive result will constitute a third offense.

4. The student's' parent(s)/guardian(s) must agree to place the student in a drug rehabilitation program of their choice and at their expense. Confirmation of such enrollment shall be submitted within two (2) weeks from the date of a positive test, and the certificate of completion of the program must be submitted to a member of the Oversight Committee. If treatment extends beyond the thirty (30)- day suspension period, consideration may be given for student privileges to be restored based on treatment facility recommendation.

5. Failure to comply with these requirements will result in a continued suspension from all activities Extracurricular Activity.

#### Third Offense

**Third offense** is defined as a positive test result, refusal to be tested, and/or alteration of a random urinalysis for the third time.

1. The student participant subject to a third offense will receive a Permanent School Year Suspension from all extracurricular activities and before/after school events at or involving the Greater Johnstown School District for the remainder of the school year.

2. The student will be required to participate in the Greater Johnstown Student Assistance Program described in Greater Johnstown School District Policy 236.. The district highly and strongly recommends that the student continues or re-enrolls in a rehabilitation program of the parent/guardian's choice and at their expense.

### **OTHER DISTRICT POLICIES**

Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

**CONSENT FOR MANDATORY TESTING AND AUTHORIZATION  
FOR RELEASE OF INFORMATION**

We hereby acknowledge that the Greater Johnstown School District has a random drug testing policy. We further acknowledge that we are aware that we may access the policy in electronic format at [www.gjsd.net](http://www.gjsd.net) and/ or request a paper copy from the high school principal.

We hereby consent and authorize the school district to collect and test a sample of urine from my student and to have such a sample tested for the presence of certain drugs and substances in accordance with the provisions of the policy. We further authorize the superintendent or his/her designee to release the results of the drug testing of student's urine in accordance with this policy. We hereby acknowledge that this consent shall remain valid in accordance with this policy.

We hereby release and hold harmless the Greater Johnstown School District and its Board of School Directors, administrators, employees, agents, representatives and medical staff members from any and all liability, claims, damages and costs that may arise from or be related directly or indirectly to the drug test, unless the Greater Johnstown School District can be shown to have been grossly negligent. The Medical Vendor performing the tests shall not be released from liability per this paragraph.

*Please return to your student's main office.*

**STUDENT INFORMATION**

|   |        |                    |
|---|--------|--------------------|
| Printed Name of Student:                  | Grade: | Student ID Number: |
| <br>                                      | <br>   | <br>               |
| Extracurricular/Co-curricular Activities: |        |                    |
| <br>                                      |        |                    |
| Student's Signature:                      | Date:  |                    |
| <br>                                      | <br>   |                    |

**PARENT INFORMATION**

|                                   |  |
|-----------------------------------|--|
| Printed Name of Parent/Guardian:  | Do you wish to be notified on the date of testing if your child is selected for testing? If you wish to be present at the testing, you must be present within one (1) hour of notification or the test will proceed in your absence. |
| Phone No. for Notification: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Parent/Guardian Signature:        | Date:  |
| <br>                              | <br>   |
| Printed Name of Parent/Guardian:  | Do you wish to be notified on the date of testing if your child is selected for testing? If you wish to be present at the testing, you must be present within one (1) hour of notification or the test will proceed in your absence. |
| Phone No. for Notification: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Parent/Guardian Signature:        | Date:  |
| <br>                              | <br>   |

**Substance Abuse by Students****Extra-Curricular Activities Substance Abuse Guidelines**

Greater Johnstown Schools believes that school activities are a positive influence for students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Greater Johnstown Schools in various activities are held to a high standard of conduct. The Extra-Curricular Activities Substance Abuse Guidelines reinforce the expectation of good conduct and positive representation of the district by students who participate in the district's activity programs.

Participation in extracurricular activities as defined by the Greater Johnstown School District is a privilege. This privilege is available to a student for as long as the student complies with district policies, GJSD policies and coach/sponsor rules. Failure to comply with any of the guidelines will result in suspension of the privilege of participating in extracurricular activities.

Under these guidelines, an offense shall mean the use, possession, disbursement, or being under the influence of alcohol, tobacco, e-cigarettes, inhalants, or any illegal drugs, by a Greater Johnstown student activities participant whether at school-related activities or not. The students in GJSD activity programs shall be held accountable to these guidelines at all times during their high school career. This guideline shall also prohibit the illegal use, possession, or disbursement of prescription medicine. Any student suspected of an offense shall be notified of the suspected offense and due process will be afforded to the student. The parent/guardian will

also be notified. As an extension of the district's policy against substance abuse, any offense at school or at a school sponsored activity will also result in appropriate district/school disciplinary action. Appeals may be pursued through established school disciplinary policies. Activity suspensions may carry over from one season to the next and/or from one school year to the next. These guidelines are cumulative through the student's entire high school activity experience. Example; should a student acquire a first offense during a sport season of their freshman year and another offense during a sport season their junior year, the offense in the junior year becomes their second offense.

Before a high school student may participate in extracurricular activities, the student must sign a form indicating that he/she has read and understand the guidelines.

#### **First Offense (All Apply)**

- a. Suspension from participation in extracurricular activities for not more than 50 percent of one full season; and
- b. A conference with the participant, school administrator, coach/sponsor and parents before reinstatement; and
- c. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement; and
- d. Verification of enrollment and participation in a professional alcohol, tobacco, or drug treatment program may reduce the suspension time.

#### **Second Offense (All Apply)**

- a. Suspension from participation in extracurricular activities for not more than one full season; and
- b. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement; and
- c. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement; and
- d. Completion of a professional alcohol, tobacco, or drug treatment program before the participant is eligible to participate in activity in a subsequent season.

#### **Third Offense (All Apply)**

- a. Suspension from participation in extracurricular activities for a minimum of 365 consecutive days; and
- b. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement; and
- c. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement.

The district hires coaches/sponsors to manage their activities. Coaches may be stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter rules, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by the parent prior to the start of the activity. The substance Abuse Guidelines provide a baseline standard to which all extra-curricular programs will adhere. Coaches may go above and beyond these guidelines with full support from the administration and Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.

#### **Weapons**

Definition:

1. Any object which will, or is designated to, or may be readily converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) similar device;
5. Any object with (i) will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant; and (ii) which has a barrel with a bore greater than one-half inch in diameter;
6. Any combination of parts either designed or intended for use in converting any device into destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
7. Any bludgeon, sand club, metal knuckles or throwing star;
8. Any switchblade knife, or any other knife having a blade that opens by the force of gravity or by an outward, downward or centrifugal force or movement;
9. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Discipline of Students Possessing Weapons**

Any student found to be in possession of a weapon on district property or at a district-supervised activity shall be expelled from school for one calendar year and may be subject to other appropriate disciplinary action.

### **Due Process Procedures for Students Possessing Weapons**

Due process hearings and appeals afforded to students alleged to have possessed a weapon in violation of this policy shall be conducted in the same manner as due process hearings and appeals afforded to any other student being considered for an expulsion, except that a student who has been expelled pursuant to this policy may apply to the superintendent for a modification of the expulsion. The superintendent shall have discretion to modify the expulsion penalty, except in cases where federal law requires the expulsion penalty to be modified, in which case the superintendent shall modify the penalty in a manner consistent with federal law.

### **Referral of Students to Law Enforcement Agencies**

Any Student who is found to be in possession of a weapon in violation of this policy shall be referred to the police department having jurisdiction over the school where the violation of this policy occurred.

### **Definition of "Weapon-like Device"**

Possession of the following items on district property or at a district-supervised activity is prohibited, but such items shall not be considered as "weapons" as defined in Section A of this policy. Disciplinary actions for possession of such items shall be governed by Section H of this policy:

1. A “facsimile Weapon,” defined to mean any object which is designed to have the appearance of a weapon, but which otherwise fails to fall within the definition of a weapon under Section A of this policy;
2. Any pocket knife, box-cutter, or other like instrument not otherwise falling within this policy’s definition of a “weapon,” but which is capable of inflicting serious bodily harm;
3. An antique firearm;
4. Any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; or
5. Class C common fireworks.

### **Discipline of Students Possessing Weapon-like Devices**

Building-level administrators are required to impose disciplinary consequences on students possessing any of the devices listed in Section G of this policy, and may recommend an extended term suspension or expulsion.

### **Suspension/Expulsions**

Students may be suspended or expelled for any of the following reasons:

1. Conduct that endangers the safety of others or that substantially impinges upon or invades the rights of others at school, on district property, or at a district-sponsored activity;
2. Willful violation of any published regulation for student conduct adopted by the board.
3. Conduct that substantially disrupts, impedes, or interferes with the operation of any school;
4. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
5. Conduct at school, on district property, or at a district sponsored activity that constitutes the commission of a misdemeanor, whether the student is an adult or a juvenile; or
6. Disobedience of an order of a teacher, law enforcement officer, school security officer, or other district authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any school or in the substantial and material impingement upon or invasion of the rights of others.

### **Terms of Suspension and Expulsion**

A suspension may be for a short term not exceeding 10 school days or for an extended term (long-term) not exceeding 90 school days. An expulsion may be for a term not exceeding 186 School days.

1. The principal of any school in the district may impose short-term suspensions.
2. A principal may recommend a student for a long-term suspension or expulsion
3. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

### **Procedure for Suspension and Expulsion**

#### **a. Short-Term Suspension**

Except as authorized hereafter, no short-term suspension shall be imposed upon a student without giving the student notice of the charges against him or her and affording the student an informal hearing. Such notice may be oral or written, and the informal hearing may be held immediately thereafter. The informal hearing shall include the following procedural due process requirements:

- a. The right of the student to be present at the hearing.

- b. The right of the student to be informed of the charges against him or her.
- c. The right of the student to be informed of the basis of the accusation (evidence against the student).
- d. The right of the student to make statements in defense or mitigation of the accusation.

Refusal of a student to be present at the hearing shall constitute a waiver of the student's opportunity for a hearing.

Following the conclusion of the informal hearing, a short-term suspension may be imposed if there are substantial reasons to believe that the accusations are true.

#### **b. Longer-Term Suspension and Expulsion**

No long-term suspension or expulsion shall be imposed upon a student until an opportunity for a formal hearing is afforded to the student. Written notice of a proposal to suspend for an extended term or to expel and the charges upon which that proposal is based shall be given or mailed to the student and to his or her parents within five school days after imposition of a short-term suspension.

Any such notice of a proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing. The hearing shall be held no later than 10 days after the date of the notice. The notice must also state that the failure of the student and the student's parents to attend the hearing will result in a waiver of the student's opportunity for a hearing.

The student and his or her parents shall notify the district hearing officer or the chairperson of the Suspension and Expulsion Committee if they desire to waive the opportunity for a formal hearing. Upon receiving such a waiver of the hearing, the district hearing officer or the Suspension and Expulsion Committee may impose a long-term suspension, expulsion or other appropriate disciplinary measures.

#### **Hearings**

Whenever a formal hearing is conducted pursuant to this policy, the student shall be afforded procedural due process, including, but not limited to, the following:

- a. The right of the student to have counsel of the student's choice present and to receive the advice of such counsel or other person whom the student may select;
- b. The right of the parents of the student to be present at the hearing;
- c. The right of the student and the student's counsel or advisor to hear or read a full report of testimony of witnesses against the student;
- d. The right of the student and the student's counsel to confront and cross examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena;
- e. The right of the student to present the student's own witnesses in person or their testimony by affidavit;
- f. The right of the student to testify in the student's behalf and give reasons for the student's conduct;
- g. The right of the student to have an orderly hearing; and
- h. The right of the student to a fair and impartial decision based on substantial evidence.

At the conclusion of the formal hearing that results in a long-term suspension or an expulsion, the person or committee conducting the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the board and shall be open to the

inspection of the student who is suspended or expelled and, if the student is a juvenile, to the parents and counsel or other advisor of the student. If the student is an adult, the report shall be open to the inspection of the parents and counsel or other advisor of the student only upon written consent of the student. Whenever a formal hearing results in suspension for an extended term or expulsion, the person or committee conducting the hearing may make a finding that return to school by the student, pending appeal or during the period allowed for notice of appeal is not reasonably anticipated to endanger the health or safety of others, to cause continuing repeated materials disorder or disruption or interference with the operation of school, or to impinge substantially or materially upon or invade the rights of others. In such a case the student may return to school until the period for filing a notice of appeal has expired with no notice filed or until the determination of any appeal if a notice of appeal is filed. Whenever the person or committee conducting a hearing fails to make the finding specified above, the report of the hearing shall provide that the suspension or expulsion of the student shall continue until appeal is determined or until the period of suspension or expulsion has expired, whichever first occurs. Any such student shall be provided with information concerning services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the conduct upon which the suspension or expulsion was based. If the student is a juvenile, the information shall also be provided to the parents of the student.

#### **Notice Requirements**

1. Written notice of the results of any formal hearing resulting in a long-term suspension or expulsion shall be given to the student suspended or expelled and to the parents within 24 hours. A copy of said notice shall also be directed to the board.
2. Whenever any written notice is required under this policy to be given to a student or to the parents of any student, it shall be sufficient if the same is mailed to the address on file in the school record of the student. In lieu of mailing such written notice, the notice may be personally delivered.
3. Notices to be served upon the board shall be served upon the clerk of the board by mail or in person. A copy of all written notices under their policy shall be retained by the district.

#### **Law Enforcement**

The Superintendent shall give written notice to the appropriate law enforcement agency whenever a student who is at least 13 years of age has been expelled from school or suspended for an extended term and the expulsion or suspension was for one of these reasons:

1. Possession of a weapon at school, on district property, or at a district sponsored activity; or
2. Possession, use, sale or distribution of an illegal drug or a controlled substance at school, on district property, or at a district-sponsored activity; or
3. Behavior at school, on district property, or at a district-sponsored activity that resulted in or was substantially likely to have resulted in serious bodily injury to others.

That notice shall be given within 10 days, excluding holidays and weekends, after imposition of the expulsion or suspension. The notice shall include the student's name, address, date of birth, driver's license number (if available), the reason or reasons for the expulsion or suspension, and the date the student was suspended or expelled.

#### **Right of Appeal**

1. Whenever a student has been suspended for an extended term or expelled, the student or one of the parents of the student may appeal such suspension or expulsion to the board by filing a written notice of appeal with the clerk of the board within 10 calendar days after receiving the written notice specified in the Notice Requirements section 1. A hearing on



appeal shall be conducted under rules consistent with the rules and procedures pertaining to a formal hearing as previously provided in the Hearings section.

2. Any such appeal shall be heard by the board or by a hearing officer appointed by the board not more than 20 calendar days after the notice of appeal is filed. The student and the student's parents shall be notified in writing of the time and place of the appeal hearing at least five days in advance.
3. In all long-term suspension or expulsion cases, there shall be made a record of the appeal hearing by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the district.
4. The decision on any appeal shall be rendered not later than the next regularly scheduled meeting of the board following the date of the conclusion of the appeal hearing. Written notice of the decision shall be mailed to the student and to the student's parents. A copy of all written decisions under this policy pertaining to the student shall be mailed to the school where the student was enrolled for the student's file.
5. For the purpose of hearing an appeal of a long-term suspension or an expulsion, the board may appoint one or more hearing officers. Any such hearing officer shall be a member of the board, a certified employee of the district, or an attorney admitted to the practice of law in this state. Any such appointments shall apply to a particular hearing or to a set or class of hearings as specified by the board in making the appointment. Whenever a hearing officer hears any appeal, the hearing officer shall prepare a written report to the board. After receiving any such report, the board shall determine the matter with or without additional hearing. Any matter determined by the board in accordance with the subsection shall be valid to the same extent as if the matter were fully heard by the board without a hearing officer.
6. A student who has been suspended or expelled from school by any school district may be refused admission to school in this district, regardless of residency, until such time as the period of suspension or expulsion has expired.
7. Any hearing officer or any member of a committee or the board conducting a hearing under this policy may administer oaths for the purpose of taking testimony, call and examine witnesses and receive documentary and other evidence, and take any other action necessary to make the hearing in accordance with procedural due process.

### **Safe Schools Tip line**

The GJSD Safe Schools tip line can be found on the District website. You can find the tip line on the GJSD webpage under the students tab. Any person who has information and/or concerns regarding threatening or potentially dangerous situations within the district is strongly encouraged to use the Safe Schools Tip line. Users should leave a message with as much pertinent information as possible. You may remain anonymous, or leave a phone number if you want a call to be returned. The Safe Schools Tip line is available 24-hours a day, every day of the year. All information reported on this line is considered to be serious in nature. Anyone intentionally submitting misleading or inaccurate information may be prosecuted.

## **Federal, State and Local Laws Related to Education including District Policies**

### **Release of Information (Right to Know)**

As a parent of a student in the Greater Johnstown School District, you have the right to know the professional Qualifications of the classroom teachers who instruct your child. The Every Student Succeed Act (ESSA) federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you

ask for it. Specifically you have the right to ask for the following information about each of your child's classroom teachers:

- \* Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- \* Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- \* The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- \* Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

All Right to Know requests will be handled through the Greater Johnstown School District's Right to Know Officer, Mr. Michael J. Vuckovich. The offices are located at 1091 Broad Street, Johnstown, PA 15906, 814-533-5670.

You may drop off, mail or email requests to our administrative office at the above address.

## **Confidentiality of Student Records / Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools**

### **Confidentiality**

Each school district protects that confidentiality of personally identifiable information regarding its exceptional, thought to be exceptional, and protected handicapped students (if not protected the IDEA '97 or Pennsylvania's special education regulations) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees

and awards received, and the most recent previous educational agency or institution attended.

Some directory information may be released. Parents and or guardians may opt out of disclosing directory information. See more information about privacy of records in a later section of this handbook. Directory information must be disclosed to military recruiters by federal law. Parents and/or guardians must opt out of the release of directory information in order to not have this information released to military recruiters.

### **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools.**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review a student’s education records within 45 days of the day School receives a request for access.
  - a. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [ or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Notice of important rights. Concerning the maintenance, access to, and amendment and disclosure of education records by the Greater Johnstown School District. Print below is the full text of the Education Records Policy of the Education Records Policy of the Greater Johnstown School District. This policy contains information of importance to students attending public school and public school-sponsored programs. Several provisions of this policy warrant careful attention:

Designation of certain records containing personally identifiable information as “directory information.” In Section 3.1 of this policy, the GJSD designates certain kinds of information to any interested person, including armed forces recruiters who request it, without seeking consent from the parent/guardians of the student or the student, unless a parent/guardian or student (eighteen (18) years of age or older) notifies the Special Education Office in writing within ten (10) days of the first day of each school term, that any or none of this information is to be released. Your written notice must identify the specific types of directory information that you do not want the GJSD to disclose without consent. If you fail to notify us in writing by the first day of the school term, we may release directory information upon request and without consent.

Disclosure of records personally identifiable information to other schools and institutions. Section 6.8a of this policy allows the GJSD to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records.

Access to records by school officials with a “legitimate educational interest.” Section 6.6 of this policy allows school officials with a legitimate educational interest to have access to personally identifiable information without parent/guardian or student consent. In Section 3.8 of this policy, the district designates those persons who have a “legitimate educational interest” that would allow such access to education records.

Amendment of educational records. Section 5 of this policy describes how a parent/guardian or a student who has attained the age of eighteen (18) can request that records be amended. This section also describes in detail the right of the parent/guardian or eligible student to request a

hearing to challenge a decision by the GJSD not to amend records that the parent/guardian or student believes are inaccurate, misleading, or in violation of the student's right to privacy.

### **Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duties to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- Autism
- Emotional disturbance
- Deafness
- Hearing impairment
- Specific learning disability
- Intellectual disability
- Multiple Disabilities
- Other health impairment
- Orthopedic Impairment due to chronic or acute health problems
- Speech and language impairment
- Visual impairment including blindness
- Deaf-blindness
- Traumatic Brain Injury
- Developmental Delay Early Intervention

#### **Early Intervention**

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. IU8 Website APN 2 Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include:

By the age of 3:

- ☐ not saying many words;
- ☐ not using 2 or 3 word phrases and sentences;
- ☐ not walking; awkward gait (walking);
- ☐ drooling;
- ☐ not able to answer "who" or "what" questions;
- ☐ not using utensil to feed self;

By the age of 4 (all of the above included):

- ☐ not toilet trained;
- ☐ difficulty with directional words (in, on, under, out);
- ☐ not playing with other children;
- ☐ not able to draw a circle, cross or imitate a vertical line;
- ☐ not able to understand the child's speech most of the time;
- ☐ difficulty following simple two-step directions (pick up the paper and put it in the garbage);

By the age of 5 (all of the above included):

- ☐ unable to answer "where" questions;
- ☐ unable to recall details from a story;
- ☐ not drawing a person with at least 6 parts;
- ☐ immature speech patterns (me instead of I);
- ☐ not able to hop forward with one foot without support;

Other warning signs-at any age:

- ☐ Little or no eye contact;
- ☐ over/under sensitivities to pain, light, noise;
- ☐ hand flapping;
- ☐ no awareness of space-always bumping into other people or things;
- ☐ awkward hand or foot positioning;
- ☐ won't touch or eat certain textures;
- ☐ child no longer can do things he/she used to do;
- ☐ developed normally, then stopped;
- ☐ echoes what is said;

- plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

### **Screening**

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to:

- review of group-based data (cumulative records, enrollment records, health records, and report cards);
- hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades);
- vision screening (every grade level);
- motor screening; and speech and language screening.

In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities. Intermediate Unit 8 and each school district have an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities. The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

### **Evaluation**

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. PreReferral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

### **Educational Placement**

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:



\* Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.

\* Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.

\* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Handicapped Students**

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

### **Confidentiality**

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8.

For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or

student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

· Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable. Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEPs, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation. Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.
4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel

receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or IU8 Website APN 6 therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

### **Mode of Communication**

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

### **Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania. The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

### **SPECIAL EDUCATION CONTACT at Greater Johnstown School District**

Amie Lumadue, Director of Special Education  
1091 Broad Street  
Johnstown, PA 15906  
814-533-5664  
alumadue@gjsd.net

### **Bullying/Cyberbullying**

Bullying means an intentional electronic (including cyber bullying), 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

**Refer to Board Policy No. 249 for additional information.**

### **Internet Policy**

The purpose of the internet is to support research and education by providing access to resources and the opportunity for collaborative, innovative resource sharing and communication.

The Board supports the use of the internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

**Refer to Board Policy No. 815 for additional information.**

### **504 Plans**

The 504 Plan refers to the Rehabilitation Act and the Americans with Disabilities Act. This Act indicates that no individual with a disability can be excluded from joining a federally funded program or activity – that includes elementary, secondary and post secondary school.

The 504 Plan is a legal written document that needs to be reviewed and updated periodically. It is the parent's responsibility to request a meeting to do so. This should typically be done at least once a year. During the drafting of the plan, parents can put in a note how often they feel the plan should be reviewed and updated.

## **Religious Nondiscrimination:**

The Greater Johnstown School District does not discriminate on the basis of race, color, national origin, sex, ancestry, disability, age, genetic information, religion, or any other characteristic protected by law, in its programs and activities.

## **Tobacco-Free Environment**

Smoking or other use of tobacco products is prohibited in all district owned buildings, on all grounds and at athletic facilities, in district-leased facilities, on school buses and in all vehicles owned, leased or rented by Greater Johnstown School District. For the purposes of this policy, smoking or use of tobacco products means cigarette, cigar, pipe, e-cigarette or any other matter of substances that contain tobacco.

All students who violate this policy may be suspended or expelled. All students who violate this policy will also be referred to the legal system and upon conviction be subjected to a fine plus court costs.

**Refer to Board Policy No. 222 for additional information.**

## **HOW TO BECOME A VOLUNTEER**

The District realizes the costs associated with obtaining your criminal history records and child abuse record may pose a financial burden, it is our belief that every attempt needs to be made to provide your child (ren), as well as all children in the Greater Johnstown School District, with the safest environment possible.

The following documents are available in the appendix for you review and use:

- 1) Board Policy #916, "Volunteers," District Volunteer Guidelines and a form acknowledging your receipt of these two documents.
- 2) "Confidentiality Statement" form which requires your signature
- 3) "PA Criminal Record Clearance" (Act 34) - \$10.00 Fee
- 4) "PA Child Abuse History Clearance" (Act 151) - \$10.00 Fee
- 5) "FBI Federal Criminal History Clearance" (Act 114) - \$27.00 Fee

The process of obtaining your clearance documents can be done conveniently by using the following websites:

- 1) "PA Criminal Record Check" (Act 34) at <https://epatch.state.pa.us>
- 2) "PA Child Abuse History Clearance (Act 151) at  
<https://www.compass.state.pa.us/CWIS>
- 3) "FBI Federal Criminal History Clearance (Act 114) at  
<http://www.pa.cogentid.com>

Please submit your Act 34, Act 114, and Act 151 clearance documents, as well as the two District forms at the same time to the Superintendent's Office, located at 1091 Broad Street, Johnstown, PA 15906. Your name will not be placed before the Board of School Directors for consideration until all of the appropriate documents are received, which indicate no violations.

Act 153 of 2014, requires clearance documents to be renewed every 36 months or if you have not volunteered for a year or longer, the District requires you obtain new clearance documents.

## Testing Information

### State Tests

In 1999, Pennsylvania adopted academic standards for Reading, Writing, Speaking and Listening and for Mathematics. These standards identify what a student should know and be able to do at varying grade levels. Greater Johnstown School District is continually developing curriculum and instruction to ensure that students meet or exceed the standards' expectations.

The Pennsylvania System of School Assessment measures how well students have achieved in reading, mathematics, science and writing according to Pennsylvania's world-class academic standards. By using these standards, educators, parents and administrators can evaluate their students' strengths and weaknesses to increase students' achievement scores.

### PSSAs

The Pennsylvania System of School Assessment (PSSA) includes assessments in English Language Arts and Mathematics which are taken by students in grades 3, 4, 5, 6, 7, and 8. Additionally, students in grades 4 and 8 are administered the Science PSSA. These PSSAs include items that are consistent with the Assessment Anchors and Eligible Content aligned to the Pennsylvania Core Standards in English Language Arts, Mathematics, and Science, Technology, Environment and Ecology.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities (interventions), and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

#### *PSSA DATES - 2016-2017*

|                       |                     |              |
|-----------------------|---------------------|--------------|
| English Language Arts | April 3 - 7, 2017   | Grades 3 - 8 |
| Mathematics           | April 24 - 28, 2017 | Grades 3 - 8 |
| Science               | May 1 - 5, 2017     | Grades 4 & 8 |
| Make-up               | May 8 - 12, 2017    |              |

### Keystones

Keystone Exams are **end-of-course** assessments in designated content areas. The Keystone Exams serve two purposes: (1) high school accountability assessments for federal and state purposes, and (2) high school **graduation requirements** for students beginning with the class of 2017. The Algebra I, Biology, and Literature Keystone Exams include items written to the Assessment Anchors and Eligible Content aligned to the Pennsylvania Core Standards in Mathematics, Science and English Language Arts.

#### KEYSTONE EXAM DATES - 2016-2017

##### Winter:

|                               |                                |
|-------------------------------|--------------------------------|
| Wave 1: December 5 - 16, 2016 | Algebra I, Biology, Literature |
| Wave 2: January 9 - 23, 2017  | Algebra I, Biology, Literature |

##### Spring:

|                   |                                |
|-------------------|--------------------------------|
| May 15 - 26, 2017 | Algebra I, Biology, Literature |
|-------------------|--------------------------------|

Summer:

July 31st - August 4th, 2017

Algebra I, Biology, Literature

### **PBA (Project Based Assessment)**

Students who are unable to meet Chapter 4 requirements relating to high school graduation requirements through the Keystone Exams may qualify to complete a project based assessment. Additional information available at <http://pba.pdesas.org/>

### **PASA**

The Pennsylvania Alternate System of Assessment (PASA) is a statewide alternate assessment designed for students with the most significant cognitive disabilities. Specifically, it is intended for those who are unable to participate meaningfully in the Pennsylvania System of School Assessment (PSSA) even with accommodations.

The PASA is an individually administered test given each spring to students by their teacher or another certified Test Administrator who knows the student well. Test administration can be adapted so that even students with the most severe disabilities can participate in the assessment and receive a score.

Each test item represents an authentic, relevant, and age-appropriate skill related to reading, mathematics, or science. There are three levels of difficulty within each grade for all three content areas.

Like the PSSA, the PASA is designed to take a snapshot of student's typical performance on a small sample of academic skills derived from the PA Academic Standards.

### **CDT's**

The Pennsylvania Classroom Diagnostic Tools (CDT) is a set of online assessments, divided by content area (Literacy, Mathematics, and Science), and is designed to provide diagnostic information in order to guide instruction in order to support intervention and enrichment. It assists educators in identifying student academic strengths and areas in need of improvement.

The CDT is based on content assessed by the Pennsylvania System of School Assessment (PSSA) and the Keystone Exams and is offered to students in grades 3 through high school.

#### **Benefits to Students:**

- Provides specific and timely feedback designed to support student learning.
- Builds efficacy by bringing students into the processing of their own learning.
- Promotes goal-setting by involving students in the learning process.
- Provides opportunities to demonstrate their knowledge and skills.
- Promotes partnering with teacher.
- Ensures that follow-up instruction is meaningful and aligns with student learning expectations.

#### **Benefits to Parents/Guardians:**

- Promotes collaboration with students, teachers and others.
- Promotes conversation and understanding regarding student strengths and areas of need throughout the year.



- Provides the opportunity to view and understand their student's achievement in a visual representation.
- Provides access to information linked to SAS resources to support their student's learning at home.
- Enhances the partnership among the student, teacher, and parents/guardians.

For more information or Accommodations please visit

[http://www.portal.state.pa.us/portal/server.pt/community/state\\_assessment\\_system/20965](http://www.portal.state.pa.us/portal/server.pt/community/state_assessment_system/20965)

## **SATs, ACTs, PSATs**

### **AP Test**

Greater Johnstown School District offers numerous Advanced Placement (AP) courses recognized by CollegeBoard®. A schedule of test dates can be provided through GJHS Guidance office. For more information please visit <https://apstudent.collegeboard.org>

### **SATs/ACTs**

The SAT is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions. The ACT is a national college admissions examination that consists of subject area tests in: English, Mathematics, Reading, and Science.

The Trojan College Access Center located at GJHS will assist any student with scheduling and planning for the SAT/ACT. The Trojan College Access Center was established to provide awareness of the importance of doing well academically and the advantages of a college education.

The Trojan College access center provides the following services to students interested in attending the following pathways:

- University
- Technical school or trade school

Support is offered in a variety of ways. They include:

- Financial Awareness through FAFSA workshops
- College Admissions Counseling Scholarship Services
- Tutoring Referrals
- SAT/ACT Registration
- College Fairs College
- Regular visits to trade schools and universities

Contact: Pete Vizza 814 533 5601 ext 51228 More information available at:

<https://sat.collegeboard.org/> or <http://www.actstudent.org/>

## Graduation Requirements

In order to graduate from GJHS all students need to earn 26 credits throughout grades 9, 10, 11, and 12 and all students must pass certain subjects.

The Greater Johnstown School Board shall acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations. Furthermore, the Board of Directors will establish Promotion Requirements for earning SENIOR STATUS.

**Promotion Requirements:** To earn SENIOR STATUS, students must have successfully earned credits in the following core content areas. They are:

- **3 English** – English I, II III & a proficient/advanced score on the ELA Keystone Exam by grade 11. Note: Starting with the class of 2019- students will need to earn a score of proficient/advanced in the Composition Keystone Exam or on a state approved Project Based Assessment after two failed attempts on the content specific keystone to be considered a senior.
- **3 Math**- Algebra I & a proficient/advanced score on the Keystone Algebra I Exam by 11<sup>th</sup> grade or on a state approved Project Based Assessment after two failed attempts on the content specific keystone.
- **2 Science**- Active Science, Biology & a proficient/advanced score on the Keystone Biology Exam.
- **3 Social Studies**- American History I, American History II, World History & a proficient/advanced score on the Civics/U.S. Government Keystone exam (starting with the class 2020) or on a state approved Project Based Assessment after two failed attempts on the content specific keystone.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board and/or by the completion of goals in the Individualized Education Plan (I.E.P.) as developed and agreed upon in the I.E.P.

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, and who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).

A list of all candidates for the award of a diploma shall be submitted to the Board for its

approval by April or May of each school year by the building administration.

**A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic and PA core standards and/or by the completion of goals in the Individualized Education Plan (I.E.P.)**

The Board requires that each candidate for graduation shall have earned 26 credits.

Greater Johnstown High School Graduation Requirements:

| Subject     | Number of Credits | Courses  |
|-------------|-------------------|--|
| English     | 4                 | English I, II, III & IV or English I, II English Language & Composition AP & English Literature & Composition AP.<br><b>Note:</b> Students must earn a proficient/advanced score on the ELA Keystone in order to graduate.   |
| Mathematics | 4                 | Math 9, Algebra I & two additional math courses are needed for current 9 <sup>th</sup> graders not enrolled in Algebra I or Algebra II.<br><br>Algebra I & three additional mathematics courses are needed for the classes of 2016, 2017 and current 9 <sup>th</sup> graders taking Algebra I. Students who fail the Keystone Algebra I will be required to take Algebra 10/11.<br><br><b>Note:</b> Students must earn a proficient/advanced score on the Algebra I Keystone in order to graduate. |
| Science     | 3                 | Physical Science, Biology and Earth & Environmental Science for those who fail the Keystone in 10 <sup>th</sup> grade and one additional science elective for those who pass the Biology Keystone in grade 10.<br><br><b>Note:</b> Students must earn a proficient/advanced score on the Biology Keystone in order to graduate.  |

|   |   |  |
|---|---|--|
| Social Studies  | 4 | American History I, II, U.S. Government, & World History or AP U.S. History I, II, AP. U.S. Government & AP World History.<br><br><b>Note:</b> Starting with the class of 2020- Students must earn a proficient/advanced score on the Civics/ U.S. Government Keystone in order to graduate. |
| Health & Wellness 9 /Freshmen Seminar                           | 1 | Health & Wellness 9/ Freshmen Seminar <b>or</b> Health & Wellness for those students who transfer in after their 9 <sup>th</sup> grade year.   |
| Strategic Reading or Composition & Writing                      | 1 | Strategic Reading / Composition & Writing (9 <sup>th</sup> grade students only)  |
| Intro to Engineering & Business Technology Communication Skills | 1 | Intro to Engineering & Business Technology Communication Skills (9 <sup>th</sup> grade students only)  |
| Academy Electives   | 8 | Academy Electives- must include a <b>Personal Finance</b> course for all seniors.  |

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation, has the principal's recommendation, earned a proficient/advanced score on the required Keystone Exams (2017 graduating class: Algebra I, Biology and ELA) and attends a postsecondary institution as a full-time student or a meets the criteria for acceptance into a full-time Board approved Internship. Otherwise, students must attend four full years at the high school.

A student may qualify for graduation by attending high school part-time when officially enrolled part-time in a postsecondary institution.

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement. In order to participate in the commencement ceremony, **students must earn passing grades in all core content courses during the senior year starting with the graduating class of 2017.** The building administration shall have discretionary authority in matters involving this policy.

Accurate recording of each student's achievement of established state academic and PA core standards shall be maintained, as required by law and state regulations.

Students and parents/guardians shall be informed of graduation requirements students are required to complete.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements through the individual teachers and assigned counselors.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure. ***However, the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.***

### **Assessment and Additional Requirements for Graduation**

#### **Keystone Requirements**

For the Graduating classes of 2017: In order to be eligible for graduation from Greater Johnstown High School, a student must demonstrate proficiency in Algebra I, ELA and Biology by scoring a 'Proficient' or 'Advanced' score on the Pennsylvania Keystone Assessment or an Project Based Assessment evaluated and scored by the Pennsylvania Department of Education.

A student who does not attain proficiency on the ELA, Algebra I and Biology Keystone Exams will graduate if he/she successfully completes any of the alternatives listed below:

- The level of proficiency for a student with an IEP may be determined through the IEP process and students can graduate of the goals specifically listed in the student's IEP.
- Complete the state project based assessment with a satisfactory rating determined by the Pennsylvania Department of Education.

Students who do not score 'Proficient' or 'Advanced' on the Algebra I and ELA Keystone Assessment will not be eligible for Cooperative Education and/or Dual Enrollment Classes during their senior year. Starting with the class of 2017, all students will be required to score proficient or advanced in Algebra 1, Literature and Biology. Classes of 2015 and 2016 are required to score proficient or advanced in Algebra 1 and Literature.

**Alternate Eligibility-** To be eligible for Co-Op/ Work Release/ Diversified Occupation during their senior year, students must score proficient on project based Keystone Assessment from the Pennsylvania Dept of Education, a district approved Keystone equivalent assessment, and/or have a minimum score of 400 in each Math and Verbal sections of the SAT.

### **Communication**

Greater Johnstown School District provides many ways for the community to receive district and school-related information.

#### **Alert solutions**

For information about the district's emergency notification system, please refer to [www.gjsd.net](http://www.gjsd.net) to sign up. Go to the parents tab and see the safety area for sign ups.

#### **Powerschool-Parent Sign Up**

The Greater Johnstown School District has turned over the Parent Portal Access in PowerSchool to a ***"Parent Single Sign-On Feature."***

Your previous username and password for PowerSchool will no longer work with Single Sign-On. You will need to follow the instructions at the bottom of this message to create your new account. ***However, it is the username and password previously used, that will be needed to set up your new account.***

***For parents new to the District and parents that forgot their username and password, a new letter will be generated to assist you.***

Why Parent Single Sign-On? By enabling this feature, a parent who has more than one student in the GJSD or students who attend different buildings, will be able to access all of those students through one sign on session. You will no longer be required to log in, log out, and login again to view multiple students.

Also, the Parent Single Sign-On feature allows the GJSD to go mobile. iTunes has a free APP available for PowerSchool. Parents and Students have access to this app and once downloaded simply submit the Greater Johnstown School District **Code: KGSF**

**(username and password will be the one created when you switched over to parent single sign on)**

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### **INSTRUCTIONS:**

Access Power School as you would normally through the Parent & Student section on the GJSD Homepage.

A page named **“Create Parent Account”** will appear in the PowerSchool Parent Portal and will be accessible via

Sign In page > Create Account. This link will be visible when ***Parent Single Sign-On is enabled.***

This page allows parents to establish their own parent account. The first section on the page, **“Create Parent Account,”** will be the information necessary to establish the parent’s account. All fields in this section are required, and include the following:

- First Name
- Last Name
- Email (must be unique)
- Desired User Name (must be unique)
- Password
- Re-enter Password

The second section on the page, **“Link Students to Account,”** requires that the information for at least one student be provided, and includes the following:

- Student Name
- Access ID (***previously labeled Parent/Guardian Web ID***)
- Access Password (***previously labeled Parent/Guardian Web Password***)
  - (*access ID and access password is the data you used before Parent Single Sign-On was enabled to log into your student's account*)
- Relationship

Parents may enter the information for up to seven students when initially establishing their account. If they need to add additional students they can do so after establishing the account by signing in and navigating to

- Account Management > Students.

***Common data entry errors include not completing all fields, entering an email address or user name that is already associated to another account, or entering incorrect access IDs or passwords. When this occurs, parents will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.***

## **Newsletters --Trojan Times**

Trojan Times is published quarterly that provides patrons information about the district, as well as inspiring success stories about students and staff. Readers will learn about district programs and how they are helping each GJSD Student achieve unprecedented academic success and unparalleled personal growth. Trojan Times is mailed directly to patrons and is available on the district website.

## **Social Media**

Follow Greater Johnstown School District on Facebook and @gjsdnews on Twitter for day-to-day district news and happenings.

## **Email**

Open, effective school to home communications is a vital part of providing an Education Beyond Expectations

Email is one of the tools for communication in GJSD. Parents can utilize email for:

- Teacher-to-home communication;
- School-to-home communication;
- District-to-home communication

If your email address changes, please let the school office know as soon as possible and provide an updated email address.

Families who don't have an email address or don't have the ability to send and receive emails should contact the school office to discuss alternatives.

## **Phone**

Phone or cell phone is another tool for communication. GJSD needs you to keep your home and cell phone numbers updated. This is important because of emergency notifications or if we need to get a hold of you to discuss your child.

**Website**

Greater Johnstown School District's website, [www.gjsd.net](http://www.gjsd.net), is your online source for a wealth of information about the district. View photos and information about individual schools and facilities, read success stories about outstanding students and staff, locate contact information for staff members and learn more about exciting district programs.