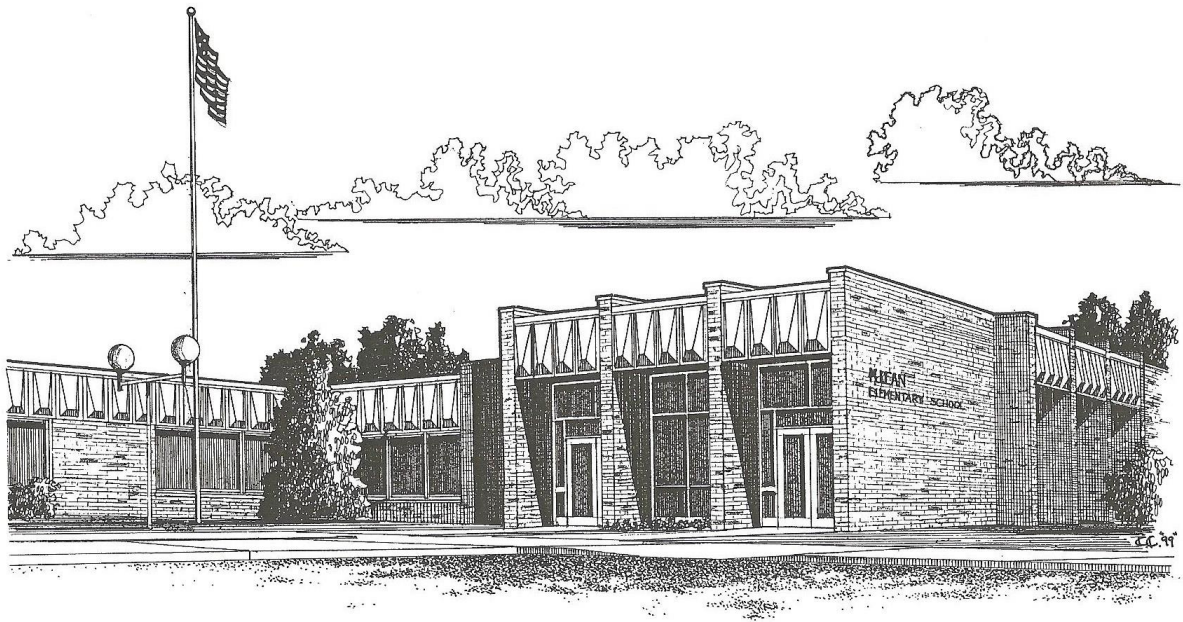


McKean Elementary School

Student/Parent Handbook

2023-2024



5120 West Road
McKean, Pennsylvania 16426
Phone (814) 273-1033
Fax (814) 273-1050

GENERAL MCLANE SCHOOL DISTRICT
McKEAN ELEMENTARY SCHOOL

Dear Parents and Students,

We are very happy you have become part of our school. This handbook has been compiled to provide both students and parents with some basic information about our school program, and to assist parents in providing a smooth transition from home to school.

At McKean Elementary School, parents and teachers have established an excellent tradition of working together to create a warm, caring atmosphere where high standards exist. In an effort to continue that tradition, parents are requested to read through this handbook with their children and encourage them to always put forth their best effort. We can ask no more of our children or ourselves and should expect no less.

It is my hope that this information will be helpful in getting you started on a successful school career. The services of my office are always available to assist you in any way we are able. We encourage you to visit the school, view our instructional program and become acquainted with our school personnel. Please remember that parents of students attending McKean Elementary School may request, and the district will provide, information regarding the professional qualifications of your child's classroom teacher and any paraprofessional providing services to your child. School should be a place where your child can mature into a worthwhile, happy individual. I believe that attitudes fostered by our school are in keeping with the high standards of excellence you have set for your children.

Best wishes for a pleasant year!

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. Getz", written in a cursive style.

Michael G. Getz, Principal

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General McLane School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Jason Buto, Curriculum Coordinator, or Mr. William Fendya, Section 504 Coordinator, at the Education Center, 11771 Edinboro Road, Edinboro, PA 16412 (814) 273-1033. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. William Fendya at (814)273-1033 ext. 5900.

1. Mission / Beliefs Statement

Mission: [1] [SEP]

Meeting students where they are to empower them to become all they are capable of being.

Core Values:

1. *Community*: We value a sense of community within the district and with the community at large.
2. *Caring*: We value personal relationships in a caring environment.
3. *Respect*: We value respect for self, for each other and for property.
4. *Responsibility*: We value responsible action and expect personal accountability and fiscal responsibility.
5. *Collaboration*: We value collaboration and expect all parties to work together for the betterment of our students.
6. *High Expectations*: We value holding high expectations for ALL.
7. *Individual*: We value every individual and provide ample opportunity for them to develop their skills and talents.
8. *Safety*: We value a school community that is safe and secure.
9. *Leadership*: We value quality leadership throughout the district.
- Commitment*: We value long term commitment from employees and graduates.

2. MCKEAN ELEMENTARY STAFF

Principal

Michael G. Getz

Administrative Assistant

Laura Lawson

Kindergarten

Kara Debevec

Brenda Gluvna

Laura Scott

Attendance Clerk/ Library Aide

Audrey Russell

Recess Monitor / Nurse's Aide

Kathy Bradley

Grade One

Sarah Grossett

Tracey Polaski

Alexandra Stauffer

Nurse

Stacy Chiles

Barber National Institute

Cheryl Bigler

Stephanie Masone

Grade Two

Kelly Campbell

Bridget Hoge

Dorothy Laskey

Maureen Roth

Personal Care Aides

Jill McGee

Becky Saxton

Grade Three

Nicole Kuna

Filomena Mitchell

Stephanie Sontag

School Psychologist

Dr. Coughenour

Grade Four

Jackie Agnew

Jessica McIntire

James Pete

SAP Counselor

Maria Adamaszek

Guidance Counselor

Pam Swanseger

Art

Peiyu Hakanen

Health/Phys. Ed

Amy Gallo

Library

Melissa Bean

Music

Diann Smith

IT

Jeffrey Schreffler

Resource Learning Support

Holly Adams

Teresa Barickman

Carissa Williams

Abby Newell

Anna Rupert

Breanna Sonney

Sydne Wehrer

Shannon Wingerter

Cafeteria

Sarah Campbell

Janelle Francassi

Jodie Banister

Housekeepers

Kerry Hoehn

Terri Markiewicz

Cafeteria Monitor

Paige Barnhart

Custodians

Ray Baney

Brad Loomis

3.

DAILY SCHEDULE

8:50 AM	Student Arrival
9:10 AM	Instructional Day Begins
Lunch Schedule	10:30-11:00 Kindergarten 11:00 -11:30 First Grade 11:30-12:00 Second Grade 12:00-12:30 Third Grade 12:30-1:00 Fourth Grade
Recess Schedule	11:30-12:00 First Grade 12:00-12:30 Second Grade 12:30-1:00 Kindergarten 1:00-1:30 Third Grade 1:30-2:00 Fourth Grade
3:30 PM	Dismissal Starts

4. ROOM ASSIGNMENTS

Room Number	Teacher Name	Voice Mail Ext.	E-mail
001	Laura Scott	4001	laurascott@generalmclane.org
002	Brenda Gluvna	4002	brendagluvna@generalmclane.org
003	Abigail Newell	4003	abigailnewell@generalmclane.org
004	Kara Debevec	4004	karadebevec@generalmclane.org
005	Anna Rupert	4005	annarupert@generalmclane.org
005	Breanna Sonney	4005	breannasonney@generalmclane.org
006	Tracey Polaski	4006	traceypolaski@generalmclane.org
007	Sarah Grossett	4007	sarahgrossett@generalmclane.org
008	Kelly Campbell	4008	kellycampbell@generalmclane.org
009	Dorothy Laskey	4009	DorothyLaskey@generalmclane.org
011	Sydne Wehrer	4011	sydnewehrer@generalmclane.org
012	Pam Swanseger	4012	Pamelaswanseger@generalmclane.org
013	Alexandra Stauffer	4013	alexandraStauffer@generalmclane.org
014	Teresa Barickman	4014	teresabarickman@generalmclane.org
015	Bridget Hoge	4015	bridgethoge@generalmclane.org
016	Maureen Roth	4016	maureenroth@generalmclane.org
017	James Pete	4017	jamespete@generalmclane.org
018	Jackie Agnew	4018	Jackieagnew@generalmclane.org
019	Jessica McIntire	4019	jessicamcintire@generalmclane.org
021	Carissa Williams	4021	carissawilliams@generalmclane.org
022	Nicole Kuna	4022	Nicolekuna@generalmclane.org
027	Stephanie Sontag	4027	stephaniesontag@generalmclane.org
028	Filomena Mitchell	4028	filomenamitchell@generalmclane.org
100	Shannon Wingerter	4100	shannonwingerter@generalmclane.org
102	Holly Adams	4102	hollyadams@generalmclane.org
109	Peiyu Hakanen	4109	Peiyukakanen@generalmclane.org
300	Melissa Bean /Library	4300	melissabean@generalmclane.org

5. CLASSROOM ASSIGNMENTS

All children receive a homeroom assignment. In elementary schools, this is the room where a child spends most of his/her day. Room assignments are determined by the principal, with consultation from the teachers. Variables which are considered include:

- 1) Separating those students who do not work well together
- 2) Using academic grades in reading and mathematics to ensure heterogeneous classrooms
- 3) Allowing for the range of learning styles
- 4) Creating classes which permit flexibility for scheduling students who have special needs.

6. ARRIVAL AND DISMISSAL

If you bring your children to school, you will not be permitted to enter the building. Student arrival on the school buses is a very busy time, and teachers must devote full attention to monitoring classrooms and assisting children.

All student late arrivals (or early dismissals) are handled through the office. Parents should ring the doorbell and wait for directions.

All children are to ride home on their assigned bus. **Parents, please note:** explain to your child not to get off the bus anywhere other than his/her regular stop.

Parents who pick up their students at school should do so at 3:30 PM. The exception to this rule would be for those children who have special appointments and must be released earlier. **(Reminder - Children are only released through the school office or nurse.** To ensure safety, parents are expected to accompany children from the building to parked cars.

2023-2024 McKean Elementary Arrival and Departure Policies

Arrival

- Student drop off will take place by the gym doors.
- There is **no** available supervision for children before 8:50.
- No child will be permitted to be dropped off before 8:50.
- If you arrive early, students **must** stay in their vehicles until 8:50. A staff member will open the door when it is time to enter.
- No child will be permitted to be dropped off to wait at the gym doors prior to these times.

Late Arrivals

- If your child is late for school (any time after 9:00), a parent or guardian must **ESCORT** them to the front door of the school and ring the bell. A staff member will meet you at the door.
- A written excuse will be needed for their tardiness. A doctor's appointment note is also acceptable. Please remember you will not be able to enter the building, so bring a note with you.

Forgotten Items

- If your child has forgotten something or needs something dropped off, there will be a bin outside the front door. Please place the item in the bin, labeled with your student's name and teacher. Ring the bell to notify the office. We will retrieve the item and deliver it to your child's classroom.

Early Dismissal

- If your child is leaving early for any reason, a note should be sent to school in the morning.
- When you arrive at the front door to pick up your student, please ring the bell and a staff member will bring your student to meet you.

End of Day

- All parents picking up students at the end of the day **must let the school know in writing or phone call by 2:45 PM**. If we do not receive notice by 2:45 PM, students will need to ride the bus home.
- Any adults designated as pick up persons will drive to the gym area **with your student's identification number visible to the attendant**. The attendant will radio into the school and your child will be released.
- After your child is in the car, please proceed to the exit.
- **All students are expected to be picked up by 3:45 PM**

Please remember you can email dismissal notes and absent excuses to
meattendance@generalmlane.org

7. CONFIDENTIALITY

From time to time you may have questions regarding educational records. The following is a summary of rights and privileges concerning educational records:

- Right to have access to all educational records.
- Right to challenge the information in the educational records. Procedures may be obtained from the Education Center.
- Right to a hearing before a hearing examiner if the challenge is not satisfactory.
- Right to a copy of the records at a nominal fee.
- Right to be notified of the District policy regarding student records.
- Right to request amendment or destruction of data.
- Right to file complaints with the United States Department of Health, Education and Welfare.
- Right to request and receive information regarding the professional qualifications of your child's classroom teacher.

Certain records are classified as "Directory." These records include (but are 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, the most recent previous educational agency or institution attended by the student, and other similar information.

Normally this information is released to the public in the form of news releases on student activities, honor rolls, athletic programs, clubs and other extracurricular activities. This data may be disclosed without consent. However, parents and eligible students have the right to have the Directory file deleted.

Note: Parents/guardians have all these rights unless the student qualifies as an emancipated student and is not dependent on his/her parents for his/her subsistence. Students have only the right of access of Education Records. Questions concerning student records should be referred to the building principal. The policy of the School Board concerning student records may be examined at the Education Center in the Office of the Superintendent.

8. STUDENT GUIDELINES

Dress Code Guidelines

The General McLane School District believes that student manner of dress has an impact upon the atmosphere and consequently the learning environment of its schools. It is the belief of the district that attire appropriate to the school environment serves to promote learning, minimize distractions and emphasize the seriousness of the learning process.

Specifically, students are expected to dress in a manner that adheres to the following guidelines:

- All shirts/tops/dresses must have sleeves. Clothing will completely cover the torso (from the shoulders to the hemline). Necklines and hemlines should reflect an appropriate environment for learning and not social setting.
- Clothing must be worn in such a way as to not expose undergarments.
- Clothing cannot present a hazard to the health or safety of the student or to others in the school, materially interfere with school work, create disorder, or disrupt the educational program.
- Clothing and accessories should not cause excessive wear or damage to school property or cause blocked vision or restricted movement. Specifically prohibited are exposed chains and metal spikes.
- Hats and visors are prohibited before the time of dismissal.
- Any clothing of sexual or violent nature or which promotes or advertises tobacco products, alcohol products or illegal drugs is also prohibited.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board Policy and school rules governing student dress and appearance.

Consequences:

- **First offense:** Student is issued a warning and is required to change or wear t-shirt or shoes provided.
- **Repeated offense:** Phone call to parent.

Birthday/Party Invitations

All party invitations, including birthday parties, may be passed out in school ONLY if there is an invitation for:

- All of the students in the class, or
- All of the boys in the class, or
- All of the girls in the class

Otherwise, invitations will not be passed out to the students and will be returned home.

Electronic Devices

Children should not bring cell phones, computer games, handheld video games, CD players, laser pointers, or other expensive items to school. These items might be broken, stolen or serve as distractions in the classroom.

If a cell phone is **necessary**, it must remain off and in the child's backpack during school hours.

9. DRUG FREE SCHOOL POLICY

The General McLane School Board supports a comprehensive prevention and intervention program to deal with the problems of substance abuse that face our students. Students receive information addressing the legal, social and health consequences of drugs and alcohol beginning in kindergarten and continuing through Grade 12.

It is the Board's position that the unlawful possession, use and/or distribution of illicit drugs or alcohol is both wrong and harmful. The possession, use, and/or distribution of drugs, alcohol or both by students on school property, on school buses, or as part of any school-sponsored activities is prohibited. The term "school property" includes any school building, a school bus or vehicle used to provide transportation to and from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District. Compliance with these regulations is mandatory. It is also the Board's position that the presence of any student under the influence of alcohol, drugs, or both on school property, or at any school-sponsored activities, is prohibited. The term "school property" is defined above.

General McLane Board Policy 227 on drug abuse includes disciplinary sanctions up to and including expulsion and referral for prosecution. Complete copies of Policy 227 are available upon request in the main office.

For purposes of this policy, "drugs" mean:

- all dangerous controlled substances prohibited by law
- all "look alike" drugs
- all alcoholic beverages
- any drug paraphernalia
- any prescription medication (except for those for which permission to use in school has been granted pursuant to Medication Procedure 227-R). In addition, any over-the-counter medication (except for those which permission to use in school has been granted pursuant to Medication Procedure 227-R) may be considered a drug under this policy. (see Item #16 in this handbook for further information).

The District Disciplinary Code regarding substance abuse has been developed with input from parents, teachers and administrators, adopted by the Board, and is in compliance with local, state and federal law. A copy of the complete policy may be obtained by calling the Education Center.

Drug and alcohol counseling services are available for students through Hamot Mental Health Center and GECAC during the school day. After care programs for students who have been in treatment are also available. If you have any questions about these programs, please contact your child's guidance counselor or principal.

10. EMERGENCY/INFORMATION FORM

A pre-printed information form is sent home with the students on the first day of school. This form contains information which the school has on file indicating where parents(s)/guardian(s) may be contacted during school hours if the need arises. Please make any corrections to this data and return it to school. **It is imperative that a form is on file for every student.** It is extremely important to keep this information current. Notify the school office immediately of any changes in employment, phone numbers, addresses, etc. You may obtain a copy of your form at any time by calling the school office.

Please ensure the entire form is accurate and complete. Information regarding permission to dispense medications is vital. If you check that there is a **court order** on file, please attach a copy of that order to the form.

11. FOOD SERVICE / CAFETERIA

The school breakfast and lunch menus for the month will be posted on our website at www.generalmclane.org.

Applications for free/reduced lunch are available on-line. A paper copy can be sent home with a student by parent request Federal Income Family Guidelines determine who is eligible for this service.

If you have any questions about the student lunch account or how to access it, please contact Alejandro Escalante, Food Services Coordinator, 814-273-1033, ext. 2618 or alejandroescalante@generalmclane.org

12. HOMELESS STUDENTS

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires a local homeless education liaison in every school district to assist children and unaccompanied youth in their efforts to attend school. This act guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.

- The right to attend school in his/her school of origin or in the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to his/her school of origin.
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services.
- The right to an “equal playing field” and the removal of all barriers to receiving educational services.
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The posting of homeless students’ rights in all schools and other places around the community.

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as those who lack a fixed, regular, and adequate nighttime residence. The law provides several examples of situations that meet the definition. This includes children and youths: Sharing housing due to a loss of housing, economic hardship, or a similar reason; Living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing; Living in emergency or transitional shelters; Abandoned in hospitals; "Unaccompanied homeless youth," including any child who is "not in the physical custody of a parent or guardian," including youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason; Living in a public or private place not designated for, or normally used as, a regular sleeping accommodation for human beings; Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places; and/or living in one of the above circumstances and who are migratory.

Further, unaccompanied youth are also considered experiencing homelessness. An unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

The General McLane School District homeless education liaison is Director of Communications and Administrative Services Mrs. Sarah Grabski. Please see more information about this topic [here](#). Families and students that would like further information on this, have questions or are in need of assistance in this regard may contact him at 814-273-1033 ext. 5901.

For more information on students experiencing homelessness, including definitions, [please use this link](#).

COMMUNITY RESOURCES

Additionally, General McLane School District works with numerous community organizations to create and foster partnerships to help students and families in need that might be experiencing homelessness. Please see the following highlighted resources and/or reach out to Mrs. Grabski for a full list of resources:

- **Edinboro Food Pantry**, 150 South Perry Lane, Edinboro, PA 16412, 814-732-3663 (FOOD). **Help/assistance provided:** The Edinboro Food Pantry is an individual site that distributes boxes or bags of food directly to those in need. A food pantry is a member agency of, and obtains food from, a food bank. <https://www.edinborofoodpantry.com/> Open: Thursdays, 11 a.m. to 4:30 p.m.
- **Boro Women & Family Services**, 108 High St., Edinboro, PA 16412, 814-734-4237. **Help/assistance provided:** Boro Women & Family Services is dedicated to “Providing Resources And Support To Individuals & Families In Crisis” Rest assured that all services are free and completely confidential. <http://www.borowomenservices.com/>
- **St. Francis Xavier Parish Food Pantry**, 8880 W. Main St., McKean, PA 16426, 814-476-7657, Help/assistance provided: Food provided for families in need. <https://www.stfrancixaviermckean.org/Food-Pantry.html> Open: Every Friday, or anytime by request.

CHILD CARE RESOURCES: Please see [this attached list of child care providers](#) in the Edinboro and McKean areas.

For additional help: Early Learning Resource Center, Region 1: Crawford, Erie, Mercer, Venango counties; 3823 W. 12th Street, Erie, PA 16505, 814-836-5898

MEDICAL RESOURCES: Please see the [attached list of doctors and dentists](#) that have partnerships with GMSD.

13. **HOMEWORK**

Any work not completed in class is homework. Homework has been identified in most national and state reports on education as a vital factor in increasing student achievement. Homework is never assigned as punishment. Parents are encouraged to review student homework to let the child know the parent views this as important work. Teachers know that children are involved in evening activities; however, time should be budgeted so homework can be completed. A student has a better day in school when he/she comes prepared and ready.

Work missed due to absence will be assigned, at the discretion of the teacher, when the student returns.

Parents can aid their children in the area of homework by providing a favorable place for work and study. Parents should be encouraging and supportive but should avoid doing the student's homework. Failure to complete homework assignments can/will affect a student's grades.

14. INTERNET PROCEDURES

We are pleased to offer students of the General McLane School District access to the district computer network for electronic mail and the Internet. Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communication apply.

Within reason, freedom of speech and access to information will be honored. Students are prohibited from accessing inappropriate sites. A network filtering device is in place on all computers in the school district. During school, teachers of younger students will guide them toward appropriate materials.

If you do NOT give permission for your student to access the Internet during school hours, please contact the building principal in writing.

15. MEDICATION POLICY / NURSE'S OFFICE

Nurse's Office

The School Nurse performs many nursing services for the students in the district including: caring for students who become ill during the school day, first aid and emergency care, chronic disease management, education, physician ordered treatments and medication administration. The Nurse completes yearly growth and vision screenings for students in all grades, and hearing screening for students in grades K, 1, 2, and 3.

The School Nurse strives to help students stay mentally and physically healthy so they can make the best possible use of educational opportunities. Healthy Children Learn Better!

Medication Procedure

*When possible, all medications should be given by the parent/guardian at home.

*Medications that a student needs during school hours, that cannot be given at home, can be brought to school and given by the School Nurse. All medications including prescription, emergency, and over-the-counter medications must be sent to school in the original pharmacy container and be accompanied by written permission by **both** the parent and the physician. The "Authorization for Medication at School" form is available on the school nurses' webpage for this purpose. Students must register ALL medicines with the nurse. All medications will be given according to the General McLane School District Policy.

Any medications not registered with the Nurse may be considered a violation of the Drug Abuse Policy 227, which includes disciplinary sanctions up to and including expulsion and referral for prosecution.

16. OBLIGATIONS

Students who owe the school money, lost books, library materials or other school property will not participate in any school sponsored field trips. These privileges will be immediately reinstated upon payment or return of the obligation.

17. PARENT/TEACHER ASSOCIATION

The purpose of McKean Elementary PTA is to continue good relationships between parents and teachers, to provide assistance to teachers when desired by the school, and to provide financial assistance to the school and its student body. McKean PTA is part of the National Parent Teacher Association (PTA), the largest volunteer child advocacy association in the nation which provides parents and families with a powerful voice to speak on behalf of every child and the best tools to help their children be safe, healthy, and successful—in school and in life.

Each year PTA coordinates the assignments of room parents. As a room parent, you would be expected to help plan and conduct classroom parties and assist with various classroom activities under teacher supervision. Room parents arrange refreshments and schedule volunteer workers to help during PTA evening functions.

PTA sponsors many programs for the children throughout the year. Book Fairs, Holiday Shopping Days, Health/Safety Fairs and field trips are examples of the PTA effort. Student assembly programs and the funding for specific grade projects are frequently handled through the PTA treasury. Annually, the PTA conducts fundraisers to generate income for its programs.

18. PHOTOGRAPHING OF STUDENTS

Throughout the year, teachers and staff may occasionally take candid photos of the students. Any parents who object to having their child photographed must submit that request in writing to the office.

19. SEXUAL HARASSMENT / BULLYING POLICY

It is a violation of both school policy and federal laws to harass another student or for you to be harassed by anyone -- student or adult.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Other forms of harassment may include verbal or written comments.

If a child feels that he/she is being harassed and needs help, they should tell an adult that they trust. Any teacher, the nurse or the principal will assist with the problem and get help. It is important that the child tell an adult.

20. SMOKING and TOBACCO POLICY

The General McLane School District has adopted a “no smoking” policy in school buildings, on school buses, on all property owned, leased, or under the control of the school district, and at all school-sponsored events. Possession of tobacco products by students at any of these locations is prohibited. This policy also prohibits chaperones from smoking while they are supervising the children on a field trip

21. SEVERE WEATHER DAYS

In the event of severe weather, snow, ice, etc. or other emergency situation, the official announcement for closings or delays may be heard over the local radio and television stations. Those parents who signed up for the **Alert Now System** will receive an automated phone call. School closings will also be posted by the superintendent on the district phone line, 814-273-1033.

In the event of a late start, time should be calculated by adding the announced delay to the regular time. For example, if the bus usually picks up your child at 8:20 AM for the school opening at 9:00 AM, a two-hour late start would mean a bus pick up of 10:20 AM for the 11:00 AM start.

School may be dismissed early if a severe storm or emergency arises. Parents should make provisions with neighbors to take care of children in the event that parents would not be home.

Because of the diversity of the district, decisions about closing (or not closing) are difficult. Parents should use their own discretion about sending their children to school during very inclement weather.

The safety and security of our students and staff is the top priority in the General McLane School district. To succeed in our efforts to keep our children safe, we must make keeping you informed a focus.

22. SPECIAL SERVICES / SPECIAL EDUCATION

General McLane School District has adapted a “comprehensive literacy” approach for instruction of reading and writing. Classroom teachers differentiate their instruction through their guided and independent reading lesson. Progress is monitored and documented throughout the year. Literacy Coaches provide support for classroom teachers by modeling and demonstrating research-based “best practices”. Students who continue to struggle are referred to the Multi-Tiered System of Support (MTSS) Team. The team’s responsibility is to review all interventions and related assessment documentation to determine alternative intervention and action plans to assist these students. This plan of action is monitored on a regular basis.

Title I Reading

McKean Elementary operates a Title I schoolwide program. The Title I Reading Program is a federally funded program designed to help struggling readers keep pace. The program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. Please contact Mr. Getz, 273-1033, ext. 4900.

Multi-Tiered System of Support

The **Multi-Tiered System of Support (MTSS)** is designed to meet the needs of elementary age students experiencing difficulties in school, whether it be academic or behavioral. The team reviews school-wide universal screening data and other district assessments for students and develops strategies that address the students' needs in the regular classroom setting. These strategies may include small group or individual instruction provided by school personnel in addition to the regular classroom teacher. Speech/language concerns may also be addressed through this process. One outcome of the MTSS process could be a referral for an evaluation by the school psychologist. The Special Education Regulations of Pennsylvania require Resource Coordination as the initial step in screening students who may qualify for special education services. Referrals can be made by both parents and teachers. For additional information or to make a referral, please contact **Mr. Getz, 273-1033, ext. 4900.**

Speech/Language Program

The purpose of the Speech/Language Program is to diagnose and remediate communication problems in our school-aged population. These problems in communication may include difficulties with articulation, language, voice or fluency.

If further evaluation of a student is necessary, parents will be contacted for written permission. The speech/language pathologist is available to both parents and teachers seeking information to help a child communicate more effectively and/or perform more effectively in the classroom. Please contact **Ms. Adams, 273-1033, ext. 4102.**

Special Education

Students who are eligible for special education services receive that service from the General McLane School District. McKean Elementary offers classes for children requiring service in speech therapy, gifted education, learning support, and emotional support. Regulations for participation in any special education class require parent involvement and consent. The school follows an inclusive strategy and attempts to have instructors service children in the regular classroom whenever possible.

23. REPORT CARDS

Report cards are issued each semester for kindergarten and quarterly for grades 1 through 4. Parent/teacher conferences are scheduled in November and February.

24. SCHOOL ATTENDANCE

Regular attendance is not only required by law but is necessary for success in all phases of school work. Students need to be in their classroom at 9:00 AM.

1. Absences

In November 2016, the governor of Pennsylvania signed a new truancy law into effect. The purpose of the new law is to improve school attendance and deter truancy through a “comprehensive approach to consistently identify and address issues as early as possible through credible interventions” that (1) preserve the unity of the family whenever possible; (2) avoid the loss of housing, the possible entry of a child to foster care, and other unintended consequences of disrupting an intact family unit; and (3) confine a parent or guardian of a child who is habitually truant *only as a last resort*.

By law, the following absences are considered excused, when an excuse for the absence is submitted within 3 school days:

- Illness, Death in the family, religious activities, Court cases, Impassable roads, Unavoidable family emergencies

If an excuse is not submitted within 3 school days after the child’s return to school, the absence shall be considered unexcused. The submission of an excuse after 3 days will not be accepted for the purpose of removing the unexcused absence. If a student accumulates 10 absences, a letter will inform the parent/guardian of attendance issues and will require a physician’s excuse for any additional absence for the remainder of the school year. If a physician’s excuse is not received, the absence will be considered unexcused.

Truant – a student that has three (3) or more days of unexcused absences during the school year
Habitually Truant – a student that has six (6) or more days of unexcused absences during the school year
School Attendance Improvement Conference – a meeting with the student, parent/guardian, appropriate school personnel, and other service providers to develop a plan to improve student attendance.

Incident	Consequence
Truant (following the 3 rd unexcused absence:	<ul style="list-style-type: none">• Parents notified with a letter within 10 days following the third unexcused absence.
Additional Truancy (up to the 6 th unexcused absence)	<ul style="list-style-type: none">• Parents notified with a letter• School must offer a student attendance improvement conference
Habitually Truant for students under the age of 15 (following the 6 th unexcused absence)	<ul style="list-style-type: none">• The school must refer the child to either: (1) a school-based or community-based attendance improvement program OR (2) the

	county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act <ul style="list-style-type: none"> • May file a citation against the parent with the District Magistrate
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2. Tardies (Late in the morning)

- a. Students arriving late to school will be considered as an excused tardy for the following reasons:
 - illness
 - participation in a religious activity
 - health related reasons (doctor/dental appointment)
- b. Students arriving late to school will be considered as an unexcused tardy for the following reasons:
 - parental negligence
 - transportation (unless a bus arrives late)
- c. If an excuse for tardiness is not submitted within three (3) days, the tardy will be considered unexcused.

3. Educational Trips

At times students are excused for educational trips with parents or guardians. A form should be secured from the school office for this purpose before the trip. Forms are also available on-line at www.generalmclane.org.

The following guidelines apply:

- Ten days per school year may be approved for an educational trip.
- A Request for Approval of Education Trip form must be completed and approved in advance of the trip.
- All missed work will be given upon the students return and will be made up as homework within three (3) days of the student's return.
- The request must be made by a parent or guardian.
- After ten (10) days of absence, the student will be marked illegally absent until they return.

General McLane Board Policy No. 204 Attendance

4. Homebound Instruction

- a. A Physician's Statement of Incapacitation is always required for homebound instruction. All applications must be verified by the principal and approved by the superintendent before tutor will be assigned (GM Board Policy 117).

25. Student Behavior

At McKean Elementary School we have incorporated a Positive Behavior Support Program referred to students as our AARFS Program. Our goal with this program is to build a community where staff and students are Responsible, Respectful, Fun to be With and Safe. AARFS is a program whose guidelines create an environment where students:

1. Will work and learn cooperatively in an enjoyable and supportive environment
2. Will realize a sense of belonging and share in responsible decision making with regard to important issues.
3. Will develop and use the skills/knowledge necessary to thrive within their environment
4. Will be able to exercise their personal freedoms in a responsible manner.

At McKean Elementary School we realize that children need to learn to behave responsibly. Therefore, we have incorporated a social skills model for teaching students how to be successful students. We teach social skills through large and small group instruction and we provide opportunities for practice and positively reinforce student progress.

Discipline and Behavior Problems

Children who have difficulty with the skills and behaviors necessary for school success will be given an opportunity to learn and to practice the correct behavior. This can be done through individual and small group social skills development, daily behavior reports, consultation and/or referral for additional services, and family intervention. Serious behavior problems or students who have not learned correct behavior may be sent to the office for time-out. A behavior report will be completed and an appropriate skill taught.

Serious Behavior Problems

The principal will intervene when students exhibit more serious behavior problems. These problems could include:

- Making terroristic threats
- Harassment
- Vandalism/destruction of property
- Injury/harm to others
- Serious classroom disruption
- Bringing a weapon to school
- Using “bad” words/language

26. TERRORISTIC THREATS / ACTS

No student shall make a terroristic threat and/or commit a terroristic act. For purposes of this policy, the term “terroristic threat” is defined as a threat to commit any crime of violence:

- a. With the intent to terrorize another or to cause evacuation of a building, place of assembly, facility, or vehicle(s), or
- b. With the intent to cause serious public inconvenience, or
- c. If made in reckless disregard of the risk of causing such terror or inconvenience.

For purposes of this policy, “terroristic threat” includes, but it not limited to, bomb threats, false alarms, or any statements, comments, or remarks which fall within any one or more of the above categories and which pertain to harm directed against another person and/or property.

For purposes of this policy, the term “terroristic act” is any act against person or property involving danger or risk of harm to another person or property, or any act committed:

- a. With the intent to terrorize another person, or
- b. With the intent to cause evacuation of a building, place of assembly, facility, or vehicle(s),
or
- c. With the intent to otherwise cause serious public inconvenience, or
- d. In reckless disregard of the risk of causing such terror or inconvenience.

In addition to the above, no student shall make any comments or remarks, which cause significant inconvenience, annoyance, or alarm, or which recklessly create a risk of significant inconvenience, annoyance, or alarm. Such comments or remarks will include but not be limited to any comments or remarks regarding the infliction of harm to any student, staff member, employee of the General McLane School District, or any person(s) attending any school-sponsored activities. Furthermore, such comments or remarks may result in disciplinary actions as deemed necessary in the discretion of the school principal.

The consequences for such threats or actions may include suspension or expulsion from school. This policy is based upon GM Board Policy 233, which has been adopted by the Board of the General McLane School District.

27. TRANSPORTATION

Numerous school buses service the McKean Elementary children every day. Generally, buses begin morning runs near 8:00 AM and arrive at school between 8:50-8:55 AM for the 9:10AM school start time. The afternoon dismissal is 3:30 PM with buses completing their regular routes by approximately 4:45 PM.

Children should arrive at their appointed pick-up location no more than five minutes before the bus is due. Students receive an assigned seat on the bus. They are permitted to select the seat they wish to occupy in the beginning of the term.

All children are to ride home on their assigned bus. The General McLane School District has discontinued the procedure of allowing students to change busses in the afternoon for non-school related activities or convenience.

Parents, please note: Explain to your child not to get off the bus anywhere other than his/her regular stop.

School bus rules are reviewed with students by the drivers and in school. The following rules apply:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students are to remain seated while the bus is moving.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Loud talking and/or abusive language are unacceptable.

7. Nothing should be thrown either in or from the bus.
8. There is to be no pushing, fighting, or other unruly behavior on the bus or at bus stops.
9. Students are not to eat or drink on the buses.
10. No electronic devices may be played/used on the bus.
11. Vandalism on the buses will require restitution by the student/parent.
12. The driver is in charge; student respect to the school bus driver is expected at all times.

Bus drivers will file Bus Discipline Reports if the students violate the rules. The safety of all students cannot be jeopardized because of the behavior of a few. Parents will be contacted when problems occur. Bus suspensions are used as a last resort with young children.

Consequences for violating the rules are:

- 1st violation—Student warned/retraining
- 2nd violation—Report filed/retraining/parents called
- 3rd violation—Report to principal; parents called; Behavior Plan may be developed.

Severe Clause for bus rule violation:

Any significant violation outlined in the student handbook would be a direct referral to the principal for appropriate consequences.

Most students follow the safety rules. Cooperation between home and school can ensure pleasant riding for everyone. Good and safe service is possible only if all students cooperate fully.

28. VANDALISM POLICY

General McLane Board of School Directors has adopted policies in regard to vandalism: If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any building of the General McLane School District or other building used for school purposes, or shall deface, injure, damage, or destroy any school furniture, books, maps, charts, apparatus, or other property contained in any school building, or shall injure, damage, or destroy any shade tree, shrubbery, fences, or other property of any kind, upon any school grounds, or upon any school playground, such person shall be sentenced to pay a fine of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00), or undergo an imprisonment in the county jail for a period of not exceeding six months, either or both, at the discretion of the court. In addition to any other penalty prescribed by this subsection, the court, upon conviction of a defendant for a violation of this subsection, may order the defendant's unlawful conduct. (Section 777, PA P. S. Code of 1959, as amended, P.L. No. 59)

Notice is also given that at a regular meeting of the General McLane School District Board of Education held June 17, 1981, it was unanimously resolved that the Board of Education intends to prosecute ALL PERSONS caught in the act of violating any of the provision of the law stated above. Furthermore, school administration shall be compelled and directed to bring such charges against all violators.

The General McLane School District Board of Education will pay a reward of not less than ten dollars (\$10.00) and not more than one thousand dollars (\$1,000.00) at their discretion, for information leading to the arrest and conviction of any person or persons violating the above referenced provision of law.

29. VISITOR POLICY

No visitors, by Appointment ONLY

To provide additional security, all doors are locked throughout the school day.

If you bring your children to school, you will not be permitted to enter the building.

All student late arrivals (or early dismissals) are handled through the office. Students are to have an excuse with them for their tardiness (or early dismissal). Parents should ring the doorbell and wait for instructions.

30. WEAPONS POLICY

The possession, use, and/or distribution of a weapon on school property or at any school-sponsored activity is prohibited. The term “school property” includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District.

No student shall bring a weapon onto school property or to any school-sponsored activity. The term “school property” is as defined above.

As mandated by federal and Pennsylvania law, the discovery of any weapon prohibited by this policy will be reported to local law enforcement officials.

The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchuk, firearm, shotgun, rifle, explosive device, explosive material, and any other tool, instrument, material, or implement capable of inflicting bodily injury.

All persons entering any school building and/or school-sponsored events may be required to submit to a metal detector scan, and a personal search, to ensure that weapons are not brought into the building or event. Bags and parcels also may be searched by means of metal detection devices, by hand, or otherwise. Refusal to cooperate with the search will result in the denial of entry and/or disciplinary action.

The General McLane School District has adopted a weapons policy in accordance with **federal law**, specifically: (Public Law 103-382) and **state law** (Act 26 of 1995, Section 1317.2). Both laws leave little or no discretion to local Boards of Education.

...a school district shall... **expel**, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

If it is determined that a student has violated the Pennsylvania or federal law, or both, expulsion for one year is mandated under the law.

31. WELLNESS POLICY

In an effort to promote student health, the General McLane School District has adopted a new wellness policy which complies with a three-year phase-in period of state and federal regulations. This policy encourages healthy choices of foods and beverages for all students by including foods high in fiber and low in fats and sugars such as fruits, vegetables and whole grain items. Healthy beverages include water, milk, 100% fruit juices and others. Food and beverage choices that will be avoided by this policy include high calorie foods and foods of minimal nutritional value. Beverages of high sugar content such as soda will be eliminated.

The new policy will affect all foods available to students during the school day including breakfast and lunch menus, vending machines, school stores, fundraising activities and items provided for class parties and holiday celebrations.

Adults are encouraged to set a positive example for students to model and show their support of this new policy. Physical exercise will also be promoted throughout the district as part of the overall wellness initiative. Efforts will be made at all levels to encourage positive life style choices while providing educational opportunities. The Wellness Policy may be read in its entirety by visiting the Therese T. Walter Education Center, 11771 Edinboro Road, Edinboro, PA

32. iPAD POLICY K-4

McKean Elementary School iPad Policy and Procedures

I. iPad Mission

McKean Elementary School's iPad initiative is designed to:

Allow students to use the tools in school that they will encounter outside of school.

- o Facilitate more active engagement in finding and using information more efficiently.
- o Move students and teachers through the SAMR model of technology use: from Substitution to Augmentation to Modification to Redefinition.
- o To facilitate a higher level of student engagement in all aspects of learning.
- o To facilitate a higher level of differentiated instruction, meeting students where they are.
- o Teach students to act in a manner that is consistent with good digital citizenship.

II. Everyday Care

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the classroom teacher for an evaluation of the equipment.

a. General Precautions

- i. The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- ii. Cords and cables must be inserted carefully into the iPad to prevent damage.
- iii. The iPad and the case must remain free of any writing, drawings, stickers, and labels that are not the property of the General McLane School District.
- iv. The iPad must never be left in an unattended or unsupervised area.
- v. Students are responsible for keeping their iPad's battery charged for school

- each day.
- vi. Students must keep their iPad in the protective case, provided by the school, at all times.

b. Carrying iPad

The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- i. iPads must always be within the protective case.
- ii. Avoid bumping the iPad against any surface.

c. Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- i. Do not lean on the top of the iPad when it is open or closed.
- ii. Do not place anything near the iPad that could put pressure on the screen.
- iii. Be mindful if your belongings and the iPad in the book bag. Items within the book bag can potentially damage the iPad.
- iv. Do not "bump" the iPad against walls, floors, etc. as it will eventually break the screen.
- v. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

III. Use at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of the General McLane School District. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

a. iPad Undergoing Repair

- i. When a student's iPad is handed in for repair, he/she will receive a loaner until his/her iPad is repaired.

b. Charging

- i. Students must fully charge their iPad every night. iPads must be fully charged at the start of each school day. Students should use the district provided charger and cord.

c. Screensavers/Backgrounds

- i. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures would result in disciplinary actions.
- ii. Passcode lock should be the 4 digits of the grade they are in: 0000, 1111, 2222, 3333, 4444

d. Sound/Music/Games

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. No music is allowed on the iPad without the permission of the teacher.
- iii. Internet games are not allowed on the iPads. If games apps are installed, it will be with the General McLane School District staff approval.
- iv. All software/apps must be district provided.

e. Printing

- i. With increasing technology, the need for printing should be reduced.
- ii. Printers are available for students and teachers when the curriculum requires it.

IV. Managing your files and saving your work

a. Saving Your Work

The iPad has limited storage capabilities. Students should use their district provided General McLane One Drive account to complete and save their work.

b. Network Connectivity

General McLane School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

V. Software

a. Originally Installed Software

The software/apps originally installed by the General McLane School District must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of the iPads will be made to ensure that students have not removed required apps.

b. Additional Software

Students are not allowed to load extra software/apps on their iPads. General McLane School District will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad to include home syncing accounts.

c. Inspection

Students may be selected at random to provide their iPads for inspection. These inspections may include an inspection of all materials saved on the iPad.

d. Re-image

- i. In the event of a software issue, students should notify their teacher.
- ii. Re-imaging will restore the default applications and settings.
- iii. Any work not saved in the student's One Drive account may be lost.

e. Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Upgrades will be handled by school personnel. Students are not to upgrade software on their devices unless directed by their teacher.

GMSD Acceptable Use Policy (815)

1. Acceptable Use Policy (Board Policy 815):

1. **Overview:** The Acceptable Use Policy as adopted by the General McLane Board of Directors is intended to maintain GMSD's established culture of openness, trust and integrity. GMSD is committed, through the restrictions imposed in the policy, to protecting GMSD and its students and employees from illegal or damaging actions by individuals, either knowingly or unknowingly, using the computer and other electronic systems of GMSD. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, File Transfer Protocol (FTP), and voicemail systems (hereinafter the "Information Systems") are the property of GMSD. Information Systems shall not include personally owned computers used to access GMSD's website or other Information Systems over the Internet. These systems are to be used for business purposes in serving the needs of GMSD and its students, faculty and community in the course of normal school operations. **It is the responsibility of every user of the Information Systems to know these guidelines, and to conduct his or her activities accordingly.** To ensure enforcement of this policy, the district shall monitor the use of technology resources through direct supervision, monitoring Internet use history, or other software and hardware tools.
2. **Scope:** This policy applies to all use of Information Systems, including use by students, employees, consultants, temporary employees, other workers at GMSD, including all personnel affiliated with third parties, volunteers, and all other individuals who might have access to Information Systems of GMSD (hereinafter "Users"). This policy applies to all Information Systems whether owned or leased by GMSD and restricts the use of Information Systems to Users authorized by GMSD.
3. **Purpose:** The purpose of the policy is to outline the acceptable use of the Information Systems at GMSD. These rules are in place to protect the students, employees, and GMSD. Inappropriate use exposes GMSD to risks including virus attacks, compromise of the Information Systems, and legal issues related to unauthorized use, inappropriate use or information disclosure. GMSD strives to maintain a school atmosphere and workplace free of harassment and sensitive to the diversity of its students and employees. Therefore, GMSD prohibits the use of the Information Systems in ways that are unauthorized, including those that are disruptive, offensive to others or harmful to morale.
4. **Policy:**
 1. **Administrative Regulations and Review:** The Superintendent, in cooperation with other appropriate administrators, may in his/her discretion develop administrative regulations to implement this policy. The Superintendent, in cooperation with other appropriate administrators, shall review this policy and the administrative regulations promulgated hereunder at reasonable intervals, make appropriate revisions to the administrative regulations and recommend necessary revisions of this policy to the Board.
 2. **Internet Usage Safety and Technology:** The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law, or for accessing obscene or sexually explicit materials, child pornography or materials that are harmful to minors. The procedures shall include but not be limited to:
 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults from certain visual depictions that are obscene, child pornography, material that is harmful to minors, or material that is determined by the Board to be inappropriate for use by minors.
 2. Maintaining and securing a usage log.
 3. Monitoring online activity of minors.
 3. **Education:** The Superintendent or designee shall be responsible for recommending courses regarding the education of minors about appropriate online behavior, including interacting with

other individuals on social networking websites and in chat rooms, and cyberbullying awareness and appropriate response.

4. **General Use and Ownership:**

1. While GMSD desires to provide a reasonable level of privacy, Users should be aware that the data in any form which they create or receive on the Information Systems remains the property of GMSD. There is no expected right of privacy with respect to any data composed, sent or received through, or stored in, the Information Systems.
2. Authorized Users are responsible for exercising good judgment regarding the reasonableness of any personal use. However, Users must comply with the administrative regulations, and if there is any uncertainty, each User should consult his or her supervisor, manager or teacher. No Information Systems use shall be permitted if it violates the provisions of this policy or the administrative regulations as to use, content or purpose.
3. For security and maintenance purposes, authorized individuals within GMSD may monitor equipment, systems, and network traffic, and content at any time.
4. GMSD reserves the right to audit networks and all Information Systems and the content thereon on a periodic basis to ensure compliance with this policy.
5. The Information Systems at all times remain the property of GMSD. As such, GMSD reserves the right to monitor internet and voicemail traffic, and retrieve and read any information composed, sent or received through, and stored in, the Information Systems.
6. GMSD reserves the right to replicate, and when appropriate purge, all digitally stored information in accordance with GMSD's Record Retention Policy, Board policy No. 800.
7. Information that is composed, transmitted, accessed, or received via the Information Systems shall not include content that could be considered inflammatory, discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any User or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, or any other characteristic protected by law.
8. All information that is composed, transmitted or received via the Information Systems is considered to be part of the official records of GMSD and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, Users are responsible to ensure that the information contained in email and voicemail messages and other transmissions is accurate, appropriate, ethical, lawful, school-related, and consistent with this policy and the administrative regulations.
9. GMSD accounts shall be used only by the authorized owner of the account for its approved purpose. Users of the Information Systems shall respect the privacy of other Users of the Information Systems.
10. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to any part of or all of the Information Systems.
11. Any User who receives any threatening or unwelcome communication shall report such communication immediately to a teacher or administrator.[5][7]
12. Any GMSD computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes

5. **Unacceptable Use of Information Systems:** The following activities are, in general, prohibited. Certain Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances are Users authorized to engage in any activity that is illegal under local, state, federal or international law

while utilizing the Information Systems. The list below is by no means exhaustive, but is intended to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or entity protected by copyright, trademark, trade name, trade secret, patent or other intellectual property, laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not approved and licensed for use by GMSD, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. This includes reproducing software for use on more than one (1) computer when GMSD is not licensed to do so by the software developer or supplier.
2. The copying or transmission of any copyrighted material, without the prior written authorization of the owner and then only with recognition and credit to the holder of the copyright protection, subject to the exception for "fair use" as may be explained in GMSD's Fair Use Policy. Examples of the unauthorized use of copyrighted material include, but are not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, the transmission or copying of copyrighted music, and the installation of any copyrighted software for which GMSD or the end user does not have an active license. If a User did not create material, does not own the rights to it, or has not secured authorization for its use, it may not be transmitted through or placed on the Information Systems. The installation of any software on GMSD Information Systems without the prior approval of GMSD is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Allowing use of a GMSD User account or GMSD assigned computer by unauthorized Users. This means that you may not let your family, other household members and/or friends use your GMSD account or your GMSD assigned computer.
6. Using the Information Systems to engage in procuring or transmitting material that is in violation of sexual harassment, discrimination laws, including but not limited to laws respecting hostile workplace conditions.[10][11]
7. Making offers of products, items, or services originating from any GMSD account or utilizing GMSD Information Systems without the prior approval of GMSD.
8. Accessing, displaying or transmitting sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, defamation, or showing disrespect for others.
9. Engaging in unauthorized transactions that may incur a cost to GMSD or initiate unwanted internet services, transmissions or voicemail traffic. GMSD shall not be responsible for any unauthorized charges or fees resulting from access to the Information Systems.
10. Attempting to gain unauthorized access into a computer or other Information System of another organization or person.
11. Passing off personal views as representing those of GMSD.
12. Sending unsolicited email or voicemail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
13. Any form of harassment via email, telephone or paging, whether through language, frequency, or length of messages.
14. Unauthorized use, or forging, of e-mail header information.
15. Solicitation of e-mail for any e-mail address, other than the poster's account, without the prior approval of that account holder.

16. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 17. Use of unsolicited e-mail originating from within the Information Systems of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by GMSD or connected via the Information Systems of GMSD.
 18. Posting the same or similar nonschool-related messages to large numbers of Usenet newsgroups, email list-servs and/or e-mail groups (newsgroup spam).
 19. Unauthorized use of e-mail or voicemail to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonschool matters.
 20. Any use of the Information Systems of GMSD which is prohibited in the administrative regulations promulgated from time to time pursuant to this policy, or is unlawful under any applicable federal or state law or regulation.
 21. Bullying/Cyberbullying.
 22. Intentional obtaining or modifying of files, passwords, and data belonging to other Users.
 23. Impersonation of another User, anonymous use, and/or the use of pseudonyms.
 24. Disruption of the work of other Users.
 25. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
 26. Users shall not reveal their passwords to another individual.
 27. Users are not to use Information Systems that have been logged in under another User's name.
 28. Users shall not reveal personal information to any other individual on the Information Systems.
 29. Access by students and minors to material that is harmful to minors or is determined to be inappropriate for minors in accordance with Board policy
- e. **Enforcement:** Any User who has used the Information Systems without authorization or for an unauthorized purpose, or is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, suspension or expulsion from school, denial of access to school premises and property, as well as the possibility of facing applicable criminal charges as per appropriate local, state, and federal statutes. Users shall be responsible for damages to the Information Systems resulting from deliberate or willful acts.

GMSD iPad Policies & Procedures

1. iPad Mission: The General McLane iPad initiative is designed to:

- Allow students to use the tools in school that they will encounter outside of school.
- Facilitate more active engagement in finding and using information more efficiently.
- Move students and teachers through the SAMR model of technology use: from Substitution to Augmentation to Modification to Redefinition
- To facilitate a higher level of student engagement in all aspects of learning.
- To facilitate a higher level of differentiated instruction, meeting students where they are.
- Teach students to act in a manner that is consistent with good digital citizenship.

2. Everyday Care: Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the classroom teacher for an evaluation of the equipment.

a. General Precautions

1. The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. The iPad and the case must remain free of any writing, drawings, stickers, and labels that are not the property of GMSD.
4. The iPad must never be left in an unattended or unsupervised area.
5. Students are responsible for keeping their iPad's battery charged for school each day.
6. Students must keep their iPad in the protective case, provided by the school, at all times.

b. Carrying iPad

1. The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads must always be within the protective case. Avoid bumping the iPad.

c. Screen Care

1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 1. Do not lean on the top of the iPad when it is open or closed.
 2. Do not place anything near the iPad that could put pressure on the screen.
 3. Be mindful of your belongings and the iPad in the book bag. Items within the book bag can potentially damage the iPad.
 4. Do not place anything in the carrying case that will press against the cover
 5. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

3. Use at School: iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of GMSD. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

Charging: Students must fully charge their iPad every night. iPads must be fully charged at the start of each school day.

a. **Screensavers/Backgrounds:**

1. Inappropriate media may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
3. Passcode lock number should be the last four digits of the student's ID number and should be kept confidential.

b. **Sound/Music/Games:**

1. Music is not allowed on the iPad, unless permission is given by the teacher.
2. Internet games are not allowed on the iPads. If game apps are installed, it will be with General McLane School District staff approval.
3. All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

4. Managing your files and saving your work:

- a. **Saving Your Work:** The iPad has limited storage capabilities. Students should use their General McLane OneDrive account to complete and save their work. Work that was not started in OneDrive should be uploaded and saved to the OneDrive account.
- b. **Network Connectivity:** GMSD makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software:

- a. **Originally Installed Software:** The software/apps originally installed by GMSD must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of the iPads will be made to ensure that students have not removed required apps.
- b. **Additional Software:** Students are not allowed to load extra software/apps on their iPads. GMSD will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads to their assigned iPad to include home syncing accounts.
- c. **Inspection:** Students may be selected at random to provide their iPad for inspection, including all materials present on the iPad.
- d. **Re-image:** In the event of a software issue, students should notify their teacher. The iPad may need to be re-imaged. Re-imaging will restore the default applications and settings. Any work not saved in the student's OneDrive Account may be lost.
- e. **Software upgrades:** Upgrade versions of licensed software/apps are available from time to time. Upgrades will be handled by school personnel. Students are not to upgrade software on their device.
- f.

6. Protecting and Storing your iPad

. **iPad Identification:** Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

1. Record of serial numbers and correlated asset tag.
2. School Label with student name and graduating class.

a. **Storing your iPad:** When students are not using their iPads, they should be kept with the student. Students will store iPads in designated areas (when not needed).

b. **Left in Unsupervised areas:** Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

I. iPad Use Agreement and Student Pledge for iPad Use

1. All students and parents must read and complete the iPad Use Agreement and Student Pledge for iPad Use at the beginning of each school year to indicate that you have read and will comply with all policies and procedures within the above document.
2. The student pledge for iPad use is:
 - I will use my iPad in ways that are appropriate, meet General McLane School District expectations, and are educational.
 - I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
 - I understand that my iPad is subject to inspection at any time without notice and remains the property of General McLane School District.
 - I will take good care of my iPad.
 - I will never leave my iPad unattended.
 - I will never loan out my iPad to other individuals.
 - I will know where my iPad is at all times.
 - I will charge my iPad's battery daily.
 - I will keep food and beverages away from my iPad since they may cause damage to the device.
 - I will not use of the iPad camera to take and/or distribute inappropriate or unethical material
 - I will not disassemble any part of my iPad or attempt any repairs.
 - I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by General McLane School District.
 - I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
 - I will not deface the serial number iPad sticker on any iPad.
 - I will be responsible for all damages or loss caused by neglect or abuse.
 - I agree to the stipulations set forth in the JWPMS iPad Policy and Procedures, the student handbook, the District Acceptable Use Policy, and the Student Pledge for iPad Use.
3. Individual school iPads and accessories must be returned to GMSD at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at GMSD for any reason must return their individual school iPad on the date of termination.

Student Name: _____

Teacher (If Applicable): _____

GMSD iPad Use Agreement Form, Student Pledge for Use & Equipment Return Agreement - 2023-2024

The undersigned understands that the iPad issued to your child is the property of the General McLane School District and further agrees that they will return the issued equipment when requested by District personnel. The District reserves the right to retrieve this equipment at any time for any reason to include, but not limited to inspection, maintenance or upgrade; all equipment must be returned at the end of each school year. The iPad is issued in a protective case which should not be removed. If an issue arises with the iPad, it should be reported immediately to district personnel.

Parents and students are not permitted to enter personal credit card or payment information or a personal Apple ID for downloading applications or music. All necessary applications will be available to download in the district self-service portal.

The student will return the iPad in working order, with all issued accessories, all also in working order. The accepted definition of working order is as follows: the state or condition of being operational or of functioning acceptably. Students/parents/guardians may be held financially responsible for lost or damaged equipment or accessories. Degree of damage and financial responsibility will be determined by inspection of equipment at the discretion of the Technology Supervisor and the Business Manager, and the building Principal will determine neglect or disregard versus normal wear and tear.

Replacement/Repair Costs:

- Damaged iPad — \$125 first accidental incident, \$200 second accidental incident, \$400 each accidental incident after
- Lost or Stolen iPad — \$400
- Lost or damaged charging block \$10 and/or charging cable \$12
- Damaged protective case — \$40

***If damage to iPad is determined to be deliberate, the student/parent will be charged \$400.*

I, _____, agree that my student and I have read and will comply
(parent/guardian)

with all policies and procedures within the "GMSD iPad Policies and Procedures" document. I understand the replacement/repair costs and my responsibility as outlined above.

Equipment Issued to Student (initial what was given to your child): _____ iPad _____ Power Adapter/Cable _____ Protective Case

Student Name (printed): _____

Signature: _____

Parent Name (printed): _____

Signature: _____

Date: _____

Student Name: _____

Teacher (If Applicable): _____

2023-2024 Student Handbook and Acceptable Use Policy Review Statement

Each student and parent is required to read and sign the Student Handbook and Acceptable Use Policy Review Statement at the beginning of the school year. You may access the Student Handbook for the student's school on the school district's web site (www.generalmcclane.net).

Once you have accessed the Student Handbook, please read and discuss the information with your child. After reading and discussing the information, please sign the following statement and return it to your child's homeroom teacher:

Student User Agreement:

I have read, understand and will abide by the procedures and Acceptable Information Systems Use Policy and Administrative Regulations for independent access to the Information Systems of General McLane School District. I further understand that any violation of any provisions of the Acceptable Information Systems Use Policy will not be tolerated. Should I commit any violation, my access privileges may be revoked and General McLane School District may take disciplinary and/or appropriate legal action against me. In consideration for the privilege of using the Information Systems and in consideration for having access to the information contained therein, I hereby accept responsibility for my actions while using the Information System, including any harm to me or others resulting from my use of the Information Systems.

Student Name (Please Print): _____

Date: _____

Student Signature: _____

Date: _____

Parent or Guardian Consent for Independent Use:

As the parent or guardian of the student signing above, I have read and understand the Acceptable Information Systems Use Policy and Administrative Regulations for independent use of the Information Systems established by the General McLane School District. I grant permission for my son or daughter to access the Information Systems. I understand and agree that individuals and families may be held liable for violations of the law or this Policy while using the Information Systems. I understand that some materials on the Internet may be objectionable, and I accept responsibility for the guidance of my son or daughter with respect to Internet use, including setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information or media. I agree to accept full responsibility for my son or daughter's selection, sharing, or exploration of information or media while using the Information Systems and, hereby release and agree to hold General McLane School District harmless from any and all claims or damages of any nature arising from the access, use, or inability to access or use, the Information Systems by my son or daughter.

Parent or Guardian Name (Please Print): _____

Date: _____

Parent or Guardian Signature: _____

Date: _____

2023-2024 Photo and Video Authorization and Consent

Our students, educational programs, school events, and community-oriented activities are sometimes made the subject of recording by video tapes, audiotape, photography or the like for use as instructional and informational tools. The district will allow students to be recorded, interviewed, and/or photographed for legitimate public purposes. Throughout the school year students may be interviewed, and/or photographed by newspapers, television stations, and district communication office personnel or their designees and these items may be publicly displayed. We will permit this to occur unless parents have placed a written objection on record with the school principal. Any written objections must be filed at the beginning of the school year. If parents do not file a written objection, their silence will serve as implied consent.

As a student in the General McLane School District, I understand that I may be included in photos and videos that will be posted online and authorize and consent to the posting in school and online of project videos and photos which may include me.

Student Signature: _____

Date: _____

As a parent of a General McLane student, I/we hereby consent to our child being included in photos and videos that will be posted as set forth above.

Parent/Guardian Signature: _____

Date: _____