



## LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

August 30, 2021

Dear Parent / Guardian,

Each year, on the first day of school, much paperwork is sent home to each family to review with their child/ren. This year, I'm placing the "packet" online via our website <https://www.cbsd.org/jamison>. This is much more environmentally friendly. The documents attached to this letter need to be signed and returned to school. If for some reason you don't have access to our webpage, please call the school directly and we will send a paper packet home via your child.

The online packet will include the following information:

- The Jamison Jets Code of Conduct / Conduct Report
- Central Bucks School District's policies regarding Threats and Weapons
- Student Technology Guidelines/Proper Use of the Internet forms
- Jamison Dress Standards and Policy
- Communication Form
- Jamison Promise
- Photo/Video Permission Form
- Signature Page

The **Conduct Report** is utilized as a form between the school and home tracking behavior the school feels to have a negative impact on the building. On the back of the form, the Jamison **Jets Code of Conduct** is displayed. These are the expected rules that all students will follow.

Central Bucks School District's policy regarding **Threats and Weapons** is something, unfortunately, that needs to be discussed. We live in an ever changing society that exposes our children to much violence. These policies are put in place to protect our children.

The **Student Technology Guidelines / Proper Use of the Internet** form reviews the importance of utilizing the internet in a safe way. Students are held accountable for any inappropriate actions involving the computer (i.e. website surfing, deleting of files, etc...)

The Jamison **Dress Standards** document allows you, the parent, to review the dress expectations of the school. These expectations are put in place so that the students dress safely and don't interrupt the learning environment.

The **Communication Form** will track minor discipline / communication issues. Again this will serve as a communication device between home and school.

Please have your child read the **Jamison Promise**. This contract reviews the four themes of Jamison: Respect, Responsibility, Sportsmanship, and Safe Community. Please take some time to carefully review this information with your child.

The **Photo / Video Permission** form allows the school to take pictures / videos of the children and display them. Please note that all efforts are made to take appropriate pictures / videos that represent the children and the school in a positive way.

- It is important that you and your child sign and date the **Signature Page** and the **Photo/Video Permission** form that is attached and return it to your child's homeroom teacher by September 10, 2021.

We appreciate your support and commitment to keeping Jamison Elementary School a safe and enjoyable place for students to learn.

Sincerely,

Matthew Croyle  
Principal

# Jamison Elementary

## Conduct Report and Behavior Policy

*The Jamison community will promote a culture of academic excellence and personal growth through citizenship, respect, responsibility, and collaboration.*

Student's Name \_\_\_\_\_ Grade/HR \_\_\_\_\_ Date \_\_\_\_\_  
 Assigning Staff Member \_\_\_\_\_

Observed Behavior:

\_\_\_\_\_

\_\_\_\_\_

### Student Reflection

What I chose to do:

\_\_\_\_\_

\_\_\_\_\_

My choice affected the following people or place:

Myself     
  My teacher(s)     
  My friend(s)     
  My parents  
 My classmates     
  My school     
  other \_\_\_\_\_

The choice I will make next time is:

\_\_\_\_\_

\_\_\_\_\_

*As a member of the Jamison Elementary community, I am responsible for my own behavior. I have reflected upon my past choices and the people/places it has affected. I will strive to make positive choices in the future.*

Student's Signature \_\_\_\_\_  
 Parent's Signature \_\_\_\_\_  
 Assigning Staff Signature \_\_\_\_\_ HR Teacher's Initials \_\_\_\_\_

*All Jamison Elementary community members are expected to treat others with kindness and respect, take responsibility for their own behavior, be collaborative learners, and display citizenship. Inappropriate behavior will result in consequences determined by the Jamison Elementary Behavior Policy in accordance with the Central Bucks Disciplinary Procedures and Responsibilities.*

Level of Misbehavior	Consequences
Level One: Misbehaviors that interfere with the orderly learning environment of the school. An infraction of the Code of Conduct. Examples are: <ul style="list-style-type: none"> <li>• Continuous calling out in class</li> <li>• Note passing, etc.</li> <li>• Teasing, name calling</li> </ul>	Level One consequences may include, but are not limited to: <ul style="list-style-type: none"> <li>○ A conduct report</li> <li>○ Restriction or loss of a privilege</li> <li>○ Parent notification</li> <li>○ Verbal or written apology to people affected by the misbehavior.</li> </ul>
Level Two: Frequent or serious misbehavior that disrupts the learning environment of the school, or a second infraction of the Code of Conduct. Examples are: <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Defacing school property</li> </ul>	Level Two consequences may include, but are not limited to: <ul style="list-style-type: none"> <li>○ All consequences from Level One</li> <li>○ Parent and student conference with school personnel</li> <li>○ Office referral</li> <li>○ Before or after school detention</li> </ul>
Level Three: Misbehaviors that have the potential to endanger the well being of other staff or students, or a third infraction of the Code of Conduct. Examples are: <ul style="list-style-type: none"> <li>• Fighting and physical aggression</li> <li>• Bullying</li> </ul>	Level Three consequences may include, but are not limited to: <ul style="list-style-type: none"> <li>○ All consequences from Level Two</li> <li>○ In-school or out of school suspension with a meeting of student, parents, and school personnel before returning to the classroom.</li> <li>○ Replacement or repair of damaged property.</li> </ul>

## Central Bucks School District's Policies Regarding Threats and Weapons

### Threats Policy

Students who threaten harm to another student or staff member or make suicidal threats are removed from class immediately. If the principal believes the threat was intended, parents and the police are called and the student is suspended for a minimum of three days. A parent conference must be held prior to readmission.

If the student does not present an immediate threat, parents are called and must take their child to Crisis Intervention at Doylestown Hospital or to another mental health provider for an evaluation at parents' expense. The results of such an evaluation must be reported to school personnel as part of the determination of whether the student should continue attending classes. Parents who refuse to remove their child from school will be reported to the police and/or the Bucks County Children and Youth Services for appropriate follow-up.

### Weapons Policy

The district will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way schools can insure a safe and orderly climate for all students and staff members. **Possession, use, or transfer of a firearm will result in expulsion from school in accordance with the law.**

Any knife, including Scout knives, penknives and other pocketknives, will be considered a weapon. Any device that could conceivably be used as a weapon, even when the device is designated to be used for another purpose such as a letter opener; and any device which is actually used to harm another will also be considered a weapon under this policy. In all cases, possessing or using a weapon (as defined above) in school will result in expulsion, although the superintendent may recommend a lesser punishment for use or possession of any weapon but firearms.

## Internet Use at Jamison Elementary

Dear Parent,



As part of the continuing technology initiative in Central Bucks, computers in our school have been connected to a district network. This allows us to enrich our school curriculum by accessing resources and information beyond that which we have in our school library. The network offers us the capability to access the Internet through our classroom computer and use information found on the World Wide Web.

During the coming months, students in your child's class will have the opportunity to make use of the Internet for specific activities related to the classroom curriculum. Examples would be:

- conducting searches on the Internet for background information related to a social studies or science topic
- using information from a web site which the teacher has identified as having worthwhile information to enrich the study of a curriculum topic
- finding information related to a research report to support and supplement the print resources found in our library

The Internet is an exciting resource. It is rapidly growing and has information in the form of text, graphics, photos, and even short video clips which are directly related to topics and units being studied in class. However, even though the Internet has a great deal of wonderful information, we are very aware of the need for caution as there are resources that are inappropriate for students. As we use the Internet in our schools, the following policies and procedures are in place so that students are directed only in appropriate resources:

- student use of the Internet will be restricted to specific activities related to the classroom curriculum
- students will be supervised during any use of the Internet. A teacher or other adult will monitor the use of the Internet and assist students at all times
- a server (computer) through which ALL sites are filtered blocks most of the inappropriate sites on the Internet. The Internet is not functional without information being passed through this computer
- Students will not have access to e-mail or online "chat" areas

We are excited about the use of the Internet and look forward to sharing with you examples and information about how this resource is being used.

### Student Technology Guidelines

1. Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance.
2. No student will connect any device to, or disconnect any device from, a computer or peripheral device, or the district's local or wide area network without the appropriate supervision and authority.
3. Students will not change or in any way alter a network device, device or peripheral name, file or folder name, or network zone.
4. Students are prohibited from copying software applications, folder or files without first obtaining staff approval and copyright compliance. Copy of any of the above will only be for the purpose of curriculum related projects.
5. Passwords may be assigned for each student and are for the individual use by that student. Distribution or alteration of a password is prohibited.

### Proper Use of the Internet

The Central Bucks School District has established this policy to allow access to the information resources available through the Internet. The District expects that staff will blend thoughtful use of such information throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources.

### Student Internet Guidelines

1. Student use of the Internet is designed to enhance learning and provide access to educational resources beyond those that are available in any one school. Student use of the Internet is a privilege with students expected to limit their use of this resource only to information directly related to the content of courses being studied or other approved topics.
2. In using the Internet, students must follow the current guidelines as stated in the Central Bucks Technology Use Agreement for Students developed by the District.

Violations of the items related to the listed may result in disciplinary action. Further, serious violations may be punishable under Pennsylvania criminal statutes [18PA. CS3933 (a)] covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization. In addition, disclosing a password, deliberately and without authorization to a computer system or network is also punishable by state statutes [18 PA. C.S. 3933 (a) (2) and (3)].



### JAMISON DRESS STANDARDS AND POLICY

Students are expected to dress appropriately during the regular school day and during school activities. Appropriate school dress is defined as that which is not a safety hazard and is not disruptive to learning or to the operation of the school. Good judgment is the key. Shorts that are too short or T-shirts with questionable messages or pictures are not appropriate.

Appropriate attire is not only for safety reasons; it's also our job as educators and parents to provide limits. The following are guidelines for daily school apparel for all students.

- Correct shoe sizes should be worn.
- The length of shorts is to be appropriate for school.
- Undergarments should not be visible.
- Any attire the administration considers to interfere with the quality of education shall not be permitted.

If a student is dressed inappropriately, the school will contact the child's home. Typically, a warning will be given to the student to address the concern. If the selection of clothing continues to be questionable, the parents will be asked to bring a change of clothing. If the parent is not available, we will provide temporary alternative attire. All issues of dress will be handled quietly, tactfully, and in a manner that will not embarrass the student. Your support of these guidelines is greatly appreciated!



Jamison Elementary School  
Communication Form



Student's Name: \_\_\_\_\_ Classroom: \_\_\_\_\_ Date: \_\_\_\_\_

Student: What I chose to do: \_\_\_\_\_

\_\_\_\_\_

My choice has affected the following people: \_\_\_\_\_

\_\_\_\_\_

Observed behavior: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assigning Staff's Signature

Child's signature

Parent's signature

Homeroom Teacher's Signature

White - Parent Yellow – Office Pink – Homeroom Teacher Gold – Assigning Staff

The purpose of this form is to effectively communicate situations between home and school. Its primary purpose is communication, not necessarily discipline. This form will not be placed in your child's cum folder.

# *The Jamison Promise*

I promise to follow the Jamison way in order to create a respectful, responsible, and safe community.

I promise to solve problems that I may have with others by demonstrating:

## **RESPECT**

*I will treat others the way I would want to be treated and use "Put-Ups", not "Put-Downs."*

## **RESPONSIBILITY**

*I will take ownership of my actions.*

## **SAFE COMMUNITY**

*I will be part of the solution, not part of the problem and also try to help students who are bullied.*

## **SPORTSMANSHIP**

*I will demonstrate fair play, respect for others, and gracious behavior in winning or losing.*



**JAMISON ELEMENTARY SCHOOL  
2021 - 2022**

Student's Name \_\_\_\_\_ Teacher: \_\_\_\_\_ Room # \_\_\_\_\_

**#1-Permission Form for Taking Student Photographs**

I understand that my child's photograph may be taken and placed in a class collage, slide show, class movie, displayed in the classroom/hallway, or published in the local print media, the Jamison yearbook or other Jamison publications. These photos may be taken in the normal classroom atmosphere, showing him/her at work independently or working with a group, or these photos may be taken at events sponsored by Jamison or the Jamison HSA during or outside of regular school hours. I further understand that my child's name may be published along with the photo but that no home address or home telephone number will appear with such pictures. I grant my permission for my child's photograph to be taken until June of 2022. I may withdraw my permission at any time by notifying the Jamison school office in writing.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**AND**

**#2 Permission Form for Taking Student Video**

I understand that my child may be videotaped to use as a learning experience for future viewing (i.e.. presentation skills), in a class movie for the students (viewed for enjoyment), or to help publicize events sponsored by Jamison or the Jamison HSA. These videos may be taken in the normal classroom atmosphere, showing him/her at work independently or working with a group, or these videos may be taken at events sponsored by Jamison or the Jamison HSA during or outside of regular school hours. I further understand that my child's name may be published along with these videos but that no home address or home telephone number will appear with such videos. I grant my permission for my child to be videotaped until June of 2022. I may withdraw my permission at any time by notifying the Jamison school office in writing.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Please sign both parts of this 2-section permission form with which you agree, as well as the back of this page and return them to your child's classroom teacher by **Friday, September 10, 2022**.\*\*\*

# JAMISON ELEMENTARY SCHOOL

## 2021 - 2022

Student's Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

### SIGNATURE PAGE

August 30, 2021

I have read and understand the Jamison Jets Code of Conduct, Behavior Forms and The Jamison Promise. I have also read the Central Bucks School District's policies regarding threats and weapons that are included in this packet. I will do my part to live up to the high expectations Jamison has of me. Should I behave in an inappropriate manner, I understand the consequences of my actions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

I have read and understand the Student Technology Guidelines and Proper Use of the Internet policies. I understand that I am only allowed on the Internet with the permission of a teacher. I will abide by the rules set forth in these policies to avoid engaging in any inappropriate activities. I understand that I am not allowed to tamper with passwords on the computer nor explore areas of the computer system that are prohibited. The consequence for these actions will be handled in accordance with the Central Bucks School District's Disciplinary Procedures. If there is more than **ONE** violation of this contract, I will no longer be permitted to use the computers in my classroom or in the lab for the remainder of the school year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

I have read and understand the Jamison Dress Standards and Policy. I commit to following all points of the policy so as to dress and groom to meet community standards of safety, health and decency. Failure to comply with any part of these standards may result in the changing of my attire during the school day.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

**Please sign all appropriate sections of this form (as well as the back) and return to your homeroom teacher by Friday, September 10, 2021.**