GREENCASTLE-ANTRIM

PRIMARY & ELEMENTARY SCHOOLS CODE OF CONDUCT 2021-22

This handbook provides general information concerning the Greencastle-Antrim Primary & Elementary Schools' programs and procedures. It is designed to give parents and students answers to questions and serve as a reference throughout the year.

We want your child's school experience to be a profitable and joyful one. Our teachers will do everything possible to make school meaningful and worthwhile. We know that this cannot be done by the teachers alone. Your cooperation is important to the successful educational growth and development of your daughter/son. We hope that this handbook will be helpful in developing this cooperation.

Mrs. Ashley Martin

Mr. Kevin Carley

K-5 Principal K-5 Assistant Principal

SCHOOLS TELEPHONE NUMBERS

Greencastle-Antrim School District	**(717) 597-3226**
Administrative Offices	Ext. 50500
Business Office	Ext. 50503
Chief Educational Officer	Ext. 50512
Director of Reading/Federal Programs	Ext. 40502
Food Services Manager Office	Ext. 50505
Environmental Center	(717)597-6458
Greencastle-Antrim Elementary School	**Ext. 30500**
Greencastle-Antrim High School	Ext. 10502
Greencastle-Antrim Middle School	Ext. 20500
Greencastle-Antrim Primary School	**Ext. 40500**
Maintenance and Transportation Office	Ext. 50504
Superintendent's Office	Ext. 50502
Special Education Office	Ext. 30517
Greencastle-Antrim School District website	www.gcasd.org

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All School Board policies referenced in this document are available on the School District's website, www.gcasd.org

Introduction

In an attempt to define the expectations held for our students, a document entitled "the Code of Conduct" has been prepared. The purpose of the Greencastle-Antrim Primary & Elementary School Code of Conduct is to create a safe environment where students are provided learning opportunities. Students in the Greencastle-Antrim Primary & Elementary School are expected to maintain a high level of respectful behavior. A listing of students' rights and responsibilities shall be included in the Code of Conduct, which shall be distributed annually to students and parents. School Board Policy #235. All parents and students must read the Code of Conduct at the beginning of each school year. You and your child should familiarize yourselves with this policy, as it will be enforced immediately. In addition, The Greencastle-Antrim School District is equipped with video cameras. The cameras are installed for the students' safety and protection. Viewing of the camera recordings will only be done by the building administrators, Superintendent, school police officer, Director of Transportation and Security, and business manager.

Safe2Say Something Anonymous Reporting System

In accordance with the law, the district has established the Safe2Say Something system for receiving, assessing and responding to received reports. The Safe2Say Something anonymous reporting system is a program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities or threat of such activities in a school. Additional information regarding Safe2Say Something can be found on our school district website.

False reporting to this system will be considered a violation. Depending upon the nature and severity of a false report, disciplinary consequences will be enforced and could include criminal prosecution.

Non-Discrimination Policy

The Greencastle-Antrim School District is an equal opportunity education institution and will not discriminate on the basis of race, national origin, sex, creed, handicap or veteran status in its actions, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent's Office at 717-597-3225. For information regarding services, activities and facilities that are accessible and usable by handicapped persons, please also contact the Superintendent's Office.

Enforcement Period

The rules, regulations and procedures for G.A.P.S. & G.A.E.S. located on the following pages are in effect:

- On school grounds immediately before, during and after school
- At all times on the school grounds for any other activity whether sponsored by the school or not
- Off the school grounds at any school activity, function or event
- While on the way to or from school, a school activity or event
- While in a school bus or school vehicle and at bus stops.

- At all times should the action violate a local, state or federal law and the actions have a negative effect on the school population.

School Visitors/Parent Volunteers

Greencastle-Antrim School District is committed to the safety of our children. To meet that commitment, we ask that you follow some guidelines when visiting or volunteering in our schools. If you are interested in visiting or meeting with a teacher, we ask that you schedule an appointment ahead of time. You must register in the respective school when you arrive for your appointment. No one is permitted in our building without the proper ID, at which time a visitor's badge is given to you. The visitor's badge must be worn at all times while in the building.

Making the decision to volunteer your time and talents to G-ASD is not taken lightly. Volunteers make valuable contributions to the District's educational, athletic, music, and extracurricular programs. As a volunteer candidate, we know that you have an interest in the educational programs of G-ASD and we look forward to you experiencing the sincere enjoyment of helping students with your contributions to the learning process. Your desire is a true reflection of our motto, "CHILDREN FIRST!"

The Greencastle-Antrim School District's Board of Directors and staff work hand in hand with the Pennsylvania Department of Education to continually put our students first, both educationally and in safety. In order to provide a secure learning environment, all volunteers must complete a Volunteer Application Form, along with required clearances, prior arrest/conviction certification form, a Tuberculosis (TB) test, and Mandated Reporter of Child Abuse training.

The Volunteer Program is managed by the District's Human Resources Department and we are here to assist you through the process! All forms, as well as instructions for the three required clearances, can be found on the District's website:

- Go to www.gcasd.org
- Click on PARENTS (located in the black menu bar at the top of the page)
- Click on VOLUNTEER INFORMATION
- Links to forms, clearances, etc. are listed

Upon approval, your name will be added to the District's Volunteer List. Volunteer files will be maintained in Human Resources. For families with multiple children in the District, only one set of clearance documents per volunteer is necessary. You must volunteer at least one time during each school year to remain on the approved list. Individuals who have not volunteered at least one time during the school year will be notified by mail.

Approved volunteers are offered many opportunities to assist within the School District throughout the year. Classroom teachers provide "sign-up" calendars to work in the classrooms or help on field trips. Our Parent-Teacher Organization (PTO) has many events throughout the year requiring helping hands. Our Music Department and its Boosters need volunteers to walk with our students in parades or to attend competitions. Our Athletic Department and its Boosters need many volunteers to assist at sporting events. During Field Day at the Primary and Elementary Schools, we need lots of helping hands too! The opportunities are ENDLESS!

If you have any questions regarding the Volunteer Program, please contact Human Resources at (717)-597-3226, ext. 50501.

If you are in need of an Internet connection, you are more than welcome to use a District computer, just call Human Resources to set up a day and time! We greatly appreciate all of the volunteers who provide much needed assistance to students and teachers through their participation in classroom support as well as special events and activities. Volunteers are essential to the success of all of our students!

School Day

The school day for students is as follows:

- Greencastle-Antrim Elementary School 8:30 a.m.-3:00 p.m. Students should not report to school prior to 8:15 a.m. All students, whether transported by bus or self-transported should, upon arrival at school, go directly into the building.
- Greencastle-Antrim Primary School 8:35 a.m.-3:05 p.m. Students should not report to school prior to 8:20 a.m. All students, whether transported by bus or self-transported should, upon arrival at school, go directly into the building

All parents driving their children to the Elementary School should use the west parking lot to pick up and drop off the students. Please remember to park in a parking space if you are waiting with your child prior to 8:15 a.m. Do not use the front of the building as this is just for the busses. Primary students should be dropped off and picked up at the front of the Primary building.

Parents who wish to pick their children up at the end of the school day must report to the office no later than 2:55 to sign their children out using School Gate Guardian. The names of these children will be called for dismissal prior to loading the buses.

Six Day Cycle

All the schools in the Greencastle-Antrim School District follow a six-day schedule. The main advantage of such a schedule is that classes that do not meet daily are not skipped when holidays fall on a Monday, etc. If school is closed any day, classes are picked up where they left off. The school lunch menu lists the days of the six-day cycle for your convenience.

Students Responsibilities and Discipline

The administration and faculty of the Greencastle-Antrim Primary & Elementary School want our students to have good values and strong character. It is up to each of us as parents and educators to lay a solid foundation for character development. Our schools will teach, advocate, model, and enforce the following "pillars" of good character: Respect, Responsibility, Caring, Citizenship, Fairness, and Trustworthiness.

The Greencastle-Antrim Elementary and Primary Schools strive to be bully-free. Bullying: a student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.

- Direct bullying: when somebody hits, pushes, kicks, pinches, spits or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names, usually in a face-to-face confrontation.
- Indirect bullying: making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.
- Relational aggression: describes either overt or covert behavior, which can undermine or destroy relationships.

As part of the Olweus Bullying Prevention Program we will strictly adhere to the following rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home. "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

The Pennsylvania School Code gives every teacher, assistant principal and principal in the public schools the right to exercise authority as to the conduct and behavior of pupils attending the school during the time they are in school, and during the time they are going to and from school in the school's transportation system. In the exercise of this authority it is sometimes necessary for teachers, assistant principals and principals to discipline students.

Reasonable force may be used by school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain weapons or other dangerous objects, (3) for the purpose of self -defense, and (4) for the protection of persons or property.

Discipline is a systematic positive approach to classroom management. Every pupil must be directed so that he or she knows right from wrong and desire to do what is right. We try to develop an attitude of appreciation in pupils, and an attitude that causes pride in their class and school. It is our goal to make the students happy to function as an integral part of our school complex.

A fair discipline system is essential because learning is difficult, if not impossible, unless order is maintained. All students enrolled in the School District are therefore expected to conduct themselves in accordance with the rules of the District and their individual school.

A. Rules and Regulations:

The following is a listing of rules, regulations and prohibited conduct. These rules and regulations shall be in effect: (1) on the school grounds during and immediately before and after school; (2) on the school grounds at any other time when school is being used by a school group; (3) off of the school grounds at any school sponsored activity or event; or (4) on the way to or from school or to or from a school sponsored activity or event on school buses or school transportation.

1. Attendance at School: Students are required by law to attend school until they are 17 years of age. The student must attend school regularly, and conscientiously complete classroom work and homework. The rules for absences for illness are listed on pages 7 and 8.
2. Obedience of Local and State Laws: All students shall obey all local, state and federal civil and criminal laws. Any violation of any local, state or federal law shall be deemed to be a violation of the rules and regulations governing the conduct of students. Such a violation may be punished by the school under the procedures following the rules and regulations.

    a. Fighting or Acts of Violence: No student shall commit any act of violence or enter into any fight or push, shove, kick or otherwise physically contact another person, student or teacher.
    b. Possession of Dangerous Items, Substances or Weapons: No student shall possess, use, transfer, intend to transfer, solicit, handle or bring to school any explosive devices (including fireworks or other similar explosives). A weapon (GASD Policy # 218.1) shall be defined as including, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, pepper spray, firearm and any other tool, instrument, or implement capable of inflicting serious bodily injury.

c. Tobacco Products: No student shall have in their possession any cigarettes, e-cigarettes, vaping devices and/or vaping product or tobacco of any kind: snuff, chewing tobacco, etc., on the school premises or at any school events. (GASD Policy #222)
d. Profanity or Obscenity: No student shall use profane or obscene language. No student shall display or exhibit any profane writings, pictures or gestures. Writings shall include any clothing, which exhibits phrases, gestures, drawings or pictures that are considered to be obscene, immoral, or deal with sexual matters.
e. Vandalism or Defacing School Property: No student shall deface any school property by any manner whatsoever, including writing, scratching, cutting or marking any school property or portion of any school building.
f. Insubordinate Behavior: No student shall be insubordinate, insulting or disrespectful to school personnel. Some examples of insubordination or disrespectful conduct are: habitually arriving late; being in the halls during class time without permission, refusing to obey instructions of school personnel, disrupting class activities; ignoring instructions given by school personnel or over the public address system; or yelling at or using offensive or objectionable language when talking to school personnel. These examples are not meant to include all possible forms of insubordination or disrespectful behavior.
g. Interference with the Education of Other Students: No student shall cause a disruption or interfere with the education of his fellow students. Some examples of interference with the education of fellow students are making excessive noise in class; leaving your seat at any time without permission; eating in the classroom; or creating a disturbance by talking in class. These examples are not meant to include all possible forms of interfering with the educational right of other students.
h. Unacceptable Behavior: The following types of behavior are unacceptable under the rules and regulations for students:
    (1) Exhibiting unacceptable or improper social behavior
    (2) Using the school building or school facilities without permission
    (3) Using electronic devices (GASD Board Policy #237) including any personal communication device including mobile telephones and smartphones: any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants; any device that can provide a connection to the internet (whether wireless or wired, 3G or 4G; laptop and tablet computers, electronic gaming systems, pages, e-readers, and laser pointers.
    (4) Failure to return items taken from school such as library books, equipment or other material
    (5) Littering on school grounds
    (6) Loitering
    (7) Failure to complete assignments

B. Disciplinary Action:
Student discipline will be dealt with in a fair and effective manner using the guidelines and levels of misbehavior as listed:

Level I - Minor misbehavior, which impedes orderly classroom and assembly procedures or interferes with the normal operation of any school activity. These misbehaviors are usually handled by the teacher and include, but are not limited to the following:

- bullying
- cheating
- lying
- disrespect for others

- playground misbehavior
- hallway disturbances
- littering
- running in the halls
- unauthorized talking in the classroom
- possession of electronic devices (including cell phones)
- failure to return required forms
- chewing gum

Action to be Taken: Immediate intervention or action by the teacher supervising or observing the student misbehavior. Repeated misbehavior requires the teacher to inform parent in writing, by phone or by a parent conference.

Level II –Behavior that disrupts the educational process and requires administrative intervention. These behaviors do not pose a serious threat to the health and safety of others. They include but are not limited to the following:

- repeated level I violations
- defacing school property
- throwing objects
- refusing to obey instructions
- misuse of school computers/GASD internet policy(outlined on pg. 19)
- directed profanity
- defiant/disruptive behavior
- leaving school grounds without authorization

Action to be Taken: Administrator meets with the student and teacher involved to determine disciplinary action. A record of the incident and the action taken is documented. Types of disciplinary action will be one or more of the following:

1. Denial of privileges
2. In-school suspension
3. Detention
4. Suspension
5. Expulsion

Parents are notified of the disciplinary action. The student may be referred to the IST Team for intervention.

Level III - Behavior that could seriously threaten the health and safety of others or interrupt the educational process of the school. Administrative action is required to resolve these behavior problems. Examples include, but are not limited to the following:

- repeated level II violations
- possession/selling of drugs or alcohol
- possession of a weapon
- vandalism
- possession or use of tobacco
- serious fighting
- harassment

Action to be Taken: Administrator verifies the offense by conferring with staff and student or students involved. Disciplinary action could result in removal of the student from school, (in-school suspension/out of school suspension/expulsion) possible intervention by law enforcement authorities and action by the board of school directors. Any disciplinary action that requires

exclusion from school shall follow the procedures outlined under the drug and alcohol section of this guide. A complete and accurate record shall be documented of all incidents.

C. Drug and Alcohol Policy

Alcohol and Other Drugs, Paraphernalia or Look Alike Drugs – The possession, transfer, intent to transfer, use or sale of any drug, alcohol, look alike drug or any volatile solvents or inhalants, such as, but not limited to, glue and aerosol propellants is forbidden on the school premises during, before or after school hours and on any school field trip or activity regardless of where the trip or activity occurs. Any student involved with drugs or alcohol in any of the mentioned ways shall be subject to the following action or actions: (GASD Policy #227)

1. A student possessing or using alcohol or any other drug or paraphernalia for the first time shall:
    a. Immediately be transferred to the office and the parent or guardian notified to remove him or her from school. If the parent or guardian cannot be contacted, the student shall be isolated and/or medical attention initiated if needed.
    b. Be suspended out of school for a maximum of five (5) days and an informal hearing shall be held as soon as possible but no later than within the five (5) day suspension.
    c. The police department shall be notified for appropriate action.
    d. Be referred to the IST/ESAP Team for further assistance.
2. A student possessing or using alcohol or any other drug, look alike drug, or paraphernalia for a second time or is found to be transferring, intending to transfer, soliciting or intending to solicit alcohol or other drugs shall:
    a. Immediately be transferred to the office and the parent or guardian notified to remove him
    or her from school. If the parent or guardian cannot be contacted, the student shall be isolated and/or medical attention initiated if needed.
    b. Immediately be given ten (10) days suspension with an informal hearing to be held within the first five (5) days of the suspension, if possible, but not later than within the ten (10) day suspension.
    c. Be referred to Board of Education for an expulsion hearing.
    d. Be reported to the police department for prosecution.
3. A Student voluntarily seeking help and not in possession of or transferring alcohol or other drugs will not be subject to the provision of these guidelines but must receive intervention assistance from the school.
4. Threats toward faculty, staff or other students could result in an immediate 10 day out-of-school suspension (unless precluded by law under IDEA – if an IEP exists, the student shall be suspended until a manifestation evaluation can be completed and as necessary a MDT convene), informal hearing, notification of the Superintendent of Schools, referral to the local law enforcement, and the requirement that the student obtain a psychological evaluation with written confirmation of the evaluation results released to school officials, and notification (with picture identification of the student) given to the facility manager.

D. Weapon Policy

1. Weapon shall be defined as including, but not limited to, any knife, cutting instrument, cutting tool, nunchuks, firearm and any other tool, instrument, or implement capable of inflicting serious bodily injury.
2. Following all applicable law, including appropriate due process, the district shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, school activity or conveyance used to transport children to school activities. (Guideline – Act 26 of 1995)

E. Searches:
The school authorities, including the principal, the superintendent, and any teacher authorized by the principal or superintendent may search a student's locker or desk and seize any illegal materials. Such materials may be used as evidence against the student in any disciplinary proceedings at the school. Prior to searching a locker or desk the student shall be notified and given an opportunity to be present. However, in the event school authorities have a reasonable suspicion that the locker contains materials which could pose a threat to the health, welfare or safety of other students in the school, student lockers or desks may be searched without any prior warning. Students who refuse to submit to a reasonable cause search as outlined in this policy, shall be immediately suspended from school and referred to the superintendent's office for further action.

F. Threats toward faculty, staff or other students could result in an immediate 10 day out-of-school suspension (unless precluded by law under IDEA – if an IEP exists, the student shall be suspended until a manifestation evaluation can be completed and as necessary a MDT convene), informal hearing, notification of the Superintendent of Schools, referral to the local law enforcement, and the requirement that the student obtain a psychological evaluation with written confirmation of the evaluation results released to school officials, and notification (with picture identification of the student) given to the facility manager.

Student Rights and Responsibility Guidelines

1. All students are entitled to a free education under rules and regulations.
2. No student will be denied an education due to race, religion, sex, national origin or handicap.
3. Students have the right to express themselves providing such expression does not interfere with the educational process of others. Posting or distribution of any written materials on school property shall be approved by the administration.
4. A student's dress, personal appearance and cleanliness shall reflect a sensitivity and respect for the rights of others and not cause a health or safety hazard. The board and administration reserve the right to refuse admission to school for students whose mode of dress interferes with the orderly conduct of the education process.

Dress Standards

Based upon the Board of School Directors mandate, school district faculty and administration are to define appropriate dress and enforce a dress code that eliminates distractions due to students' attire. Any student dress that is viewed as immodest, disruptive or inappropriate will face administrative review and if warranted, corrective measures applied. Consequently, the following standards will be expected.

- No bare midriffs or tank tops that are immodest.
- Undergarments should not be visible.
- No torn/excessively baggy clothing.
- All lower garments will be worn at the waist.
- No garments may touch the floor.
- Hats, caps, bandannas, heelies, sunglasses, and watch, key or wallet chains may not be worn within any district building.
- Obscene, sexually suggestive, drug/tobacco/alcohol related statements or pictures, violence or intolerance innuendoes on clothing will not be allowed.
- All special classroom or building functions requiring a change in dress standards must be approved by the building administrator prior to the event.

Corrective Action:

• Student violators will not be permitted to attend classes prior to changing their clothes.
• Repeat violators may be suspended due to insubordination and failure to comply with the district's dress standards.

Wellness Class

Students are required to wear sneakers and should not wear jewelry to school on wellness days. Excusal from participation in wellness class for longer than 1 week will require a physician's statement.

Playground Regulations

We feel that children need to spend some time outside each day. Proper exercise is important in their development. Children are expected to go out each day unless recess is canceled due to inclement weather or extreme cold or windy conditions. We request your cooperation in the matter by having your child properly dressed.

The following guidelines will be implemented:

- Below 25°F (including wind chill) Lunch recess will be held indoors.
- Below 25°F (including wind chill) PM recess at the Primary School will be cancelled.

Notes from parents requesting that children stay indoors because of recent illness or colds will be honored for a period of one (1) week. If a child constantly stays inside, we will require a physician's statement before the child will be permitted to continue staying inside.

Students should follow all playground rules and regulations as posted in the cafeteria and discussed with the students by the aide responsible for their class. Students must use equipment appropriately and "get along" with others on the playground. Recess privileges, for a period, or for the entire recess may be taken away if necessary. Students are not allowed to leave the playground area without permission of the noontime aide.

The person supervising the playground at times will determine which areas and equipment are to be used.

Transportation

The Greencastle-Antrim School District school buses are equipped with video/audio cameras. The cameras (audio and video) are installed for the student's safety and protection. Viewing of the camera recordings will only be done by the transportation department, building administrators, Superintendent, business manager, and bus contractor. Improper bus behavior jeopardizes the safety of all passengers and drivers.

General Transportation Guidelines:

- For the safety of the children, the GASD requests that a parent/guardian or childcare provider be present at the bus stop for all Kindergarten-Grade 2 students. These students will not be dropped off if that person is not at the stop. Students in grades 3-5 will not be required to have a parent at the bus stop but is still recommended. If the parent/guardian of a Kindergarten- Grade 2 wishes to have their child dropped off without and adult present, that request should be submitted in writing to the building principal and transportation department. Any K-2 student who does not have a parent/guardian or childcare provider present at the bus stop will be returned to school for parent pick up. If the child is returned to school on three (3) occasions, the district will send a letter to the parents reminding them of the afternoon drop off expectations and warning of further action if there is another occurrence.

- Arrival time for students at the bus stop should be five (5) minutes before the regular scheduled pick up time.
- Important Safety Alert: Long jacket or sweatshirt drawstrings, backpack straps, or other loose clothing items are especially dangerous. This type of dangling items could get caught in the bus handrail as your child is exiting the bus. Please secure or remove these items for your child's safety.

Change in bus schedule:

- No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Students may have a different address for their morning and afternoon bus stops as long as the pick-up and drop-off sites are consistent each week. For example, your child may get off the bus every Monday, Wed, and Friday at home. On Tuesday and Thursday, he/she may get off the bus at a daycare provider. This schedule must stay consistent for the sake of the student's safety.

Temporary Bus change:

- The Temporary Bus Change Form must be turned in 48 hours in advance. The district does not accept temporary bus changes for the convenience of the parent/guardian. For example, if the parent/guardian is off work and the child normally attends after-school childcare, the parent will be responsible to pick their child up at the daycare or pick him/her up from school.
- Temporary Changes **<u>will</u>** only be accepted for the following reasons:
  - Daycare is closed
  - Early dismissal days
  - Parent work schedule change is for more than 5 consecutive days
  - Medical emergency

- If an emergency requires a bus change immediately, the parent may call the transportation office or school building office and make the request. Emergencies include events such as a death in the family and /or a medical emergency.

Permanent Change of Residence

- If you have moved to a new address, the school building office has a change of address form that must be completed and signed by the parent/guardian.
- If the need would arise for a parent/guardian to permanently change a child's bus assignment due to a change in address or childcare, the parent or guardian may request a "Permanent Bus Change" by completing and submitting such request to the Transportation Department. This change in schedule must be consistent for each week. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information.

- PLEASE NOTE: We ask that you make bus changes only when absolutely necessary. We try to accommodate parents, however, if this guideline is abused, we may have to discontinue this procedure.
- CHILD CARE PROVIDER: You may have one childcare location other than your home. Requests involving multiple childcare locations on different days of the week will not be

honored. Any change in your child's bus schedule due to a child-care location will be based on availability of seating on that bus.

- WE CAN NOT ACCOMMODATE PERSONAL AFTER SCHOOL ACTIVITIES (i.e. birthday parties, dance classes, piano lessons, study sessions, play dates, etc.). Your child must go home on his/her regular scheduled bus**.**

Standards of Conduct for Bus Riders

To assist the bus driver in the successful fulfillment of his/her responsibilities, the students have certain responsibilities. The use of the school bus by students is a service. Anyone who violates the rules established by the district may be denied this service. The school bus is an extension of the classroom and the bus driver should expect and insist on respect and orderliness. Students must obey all rules of conduct in the interests of common courtesy and safety. Transportation rules are as follows:

1. Follow instructions the first time they are given.
2. Sit down in your assigned seat and face the front of the bus.
3. Talk quietly.
4. Listen to your bus driver.
5. Do not eat or drink on the bus. No chewing gum.
6. Keep all parts of your body, and all objects, inside the bus windows and out of the aisle
7. No swearing, loud talking, rude gestures or teasing.
8. No pushing or fighting.
9. Do not litter, write on, or damage the bus in any way.
10. No drugs, tobacco, alcohol, or weapons are permitted on the bus.
11. No live animals, fish, large objects or glass are permitted.
12. Any type of accessories (toys, balloons, balls, etc.) must be kept in a book bag or bag at all times while on the bus.
13. Do not distract the bus driver through misbehavior in anyway. The driver of each bus has the same authority as a teacher has in his/her classroom.
14. Students are not to bring electronic devices or laser pointers on the bus.
15. Do not throw objects on the bus.
16. NO horseplay at the bus stop.
17. Wait until the bus is fully stopped to enter or exit the bus.
18. Pass in front 10 feet away from the bus, to remain visible to the driver at all times. Never walk behind the bus.
19. Never stop to pick up dropped items while crossing in front of the bus.
20. Be at the bus stop five minutes earlier than your scheduled time.

Consequences:

1. Driver warns the student of the behavior
2. Driver has discussion with the student after all other students are off the bus to discuss the behavior and plan of action to avoid further disciplinary action.
3. Student assigned a front seat. At this point the driver will contact the parent through a phone call to inform the parent of the behavior and communicate what the driver has done to this point.
4. A bus referral will be written by the bus driver and turned into the Transportation Department, this will then forward the referral onto the building administrator. Driver will again make a phone call to parent/guardian. Building administrator will discuss incident with student and assign appropriate consequences.
5. Second bus referral will be sent to the Transportation Department, who will forward to building administrator who will send letter to parent.

Note: <u>Transportation on a District vehicle is a privilege and not a right.</u>

<u>Severe Clause:</u>

1. Stop bus and refuse to continue until the disruption ends.
2. Call supervisor/principal.
3. Bring bus back to the school/may remove student from the bus.

<u>Bus Loading:</u> Pupils will be dismissed by their teachers. At the beginning of the year the kindergarten Students will be assisted in getting on and off their buses.

<u>School Attendance</u>

If a student is absent from school for any period of time, it is necessary for the parent/guardian to provide a written excuse. In an effort to continue communication between school and home, parents will receive notification of their child's absence that day and a reminder to send in an absence note upon his or her return. Even though a parent/guardian may have notified the school concerning an absence, an excuse must still be turned in. The written excuse must be turned into school staff within three (3) school days following the return to school from the absence(s). If the student forgets to bring a note to school upon returning from an absence, he/she is reminded to do so. **<u>If a note is not provided within three (3) school days after the absence, the day(s) is recorded as an unlawful day.</u>**

It should be noted that there are only three (3) legal absences.

1. Illness or injury
2. Death in the family
3. Approved educational trips

All other excuses are termed unlawful according to the Pennsylvania School Code.

(Refer to pg. 25 for a copy of the doctor's excuse form being used by Franklin County doctors.)

Students can accumulate three (3) unlawful days. However, after three unlawful (3) days, the school is required by law to implement a School Attendance Improvement Plan. After (6) unlawful days, the school is required by law to report the parent/guardian of that student to the district magistrate for prosecution.

Consequences for unlawful absences are as follows:

Number of Unlawful Absences	Consequences
1-2	Letter sent home
3-5	Parent/Guardian contacted, and Student Attendance Improvement Plan initiated.
6 or more	Parent/Guardian sent a notice stating that a citation will be processed with District Magistrate for additional unlawful absences. Possible referral to the Franklin County Truancy Prevention Program and/or Children and Youth Services of Franklin County, Parent/Guardian will receive notice of any changes to the Student Attendance Improvement Plan.

Excessive Absences and/or Tardies

Any student who has a 10% absence rate will be sent a "Letter of Concern". Should that student advance to more than a 15% absence rate (excluding educational trip leave and absences already covered by notes from physicians), that student will be sent a letter requiring them to provide doctor's certification for all future absences or tardies to school. The school reserves the right to require a doctor's certificate to cover every day of absence where there is an unusual pattern of absenteeism. Failure to return a doctor's certification will result in the absence/tardy being treated as unlawful.

Absences and/or Tardies from school	Consequence
10% rate	Parent sent a letter of concern
15% rate	Parent sent a notice requiring notes from medical offices for all future absences
20% rate	Possible referral to the Truancy Prevention Program and/or Children and Youth Services of Franklin County

If a student reports to school between:

Greencastle-Antrim Elementary School
8:30 a.m. – 11:30 a.m. – Tardy
11:30 a.m. – 1:15 p.m. – ½ day Absence
1:15 p.m. – 3:00 p.m. – All Day Absence

Greencastle-Antrim Primary School
8:35 a.m. – 11:35 a.m. – Tardy
11:35 a.m. – 1:20 p.m. – ½ day Absence
1:20 p.m. – 3:05 p.m. – All Day Absence

If a student leaves school and does not return between:

Greencastle-Antrim Elementary School
8:30 a.m. – 11:30 a.m. – All Day
11:30 a.m. – 1:15 p.m. – ½ day Absence
1:15 p.m. – 3:00 p.m. – No Absence

Greencastle-Antrim Primary School
8:35 a.m. – 11:35 a.m. – All Day
11:35 a.m. – 1:20 p.m. – ½ day Absence
1:20 p.m. – 3:05 p.m. – No Absence

Students who arrive to school after 8:30 a.m GAES) or 8:35 a.m. (GAPS) will be marked as tardy. These students must be signed in by a parent/guardian using the CLASS system and report to the office with a note. Students who are leaving school before 3:00 p.m. (GAES) or 3:05 p.m. (GAPS) must be signed out by a parent/guardian using the CLASS system and a note must be provided.

Educational Trips

The Pennsylvania Department of Education gives the local school district the privilege of excusing students from attending school for approved educational trips. The district provides a pre-approval form for parents who anticipate taking students on trips which may qualify as "educational experiences". The

student should obtain this form from the school office or District website and have it completed and returned to the school five (5) school days prior to the trip for administrative approval/denial. Educational trip days should not exceed ten (10) days per school year. These days will be recorded as excused absences from school. It will be the responsibility of the student/parents to request any assignments two (2) days prior to the trip.

Appointments

Students may be excused from school for appointments, when necessary, by providing a note from their parent/guardian or a professional office stating the time and date of the appointment, and with whom the appointment has been made. If an appointment is scheduled for the beginning of a school day, a note should be provided the previous day. Students returning from an appointment must bring a card/note from the professional office. Absences from school due to appointments are considered an excused absence/tardy when the aforementioned information is provided.

Release From School

Since the school is responsible to the parents for those hours the child is in school, this rule shall be observed: children shall be released from school only to their parents or to persons authorized in writing by their parents.

Child Custody

The central concern of the school district in cases of family disruption or difficulty is the welfare of the child. It is the intent of the Greencastle-Antrim School District to remain neutral toward families split by divorce or separation. We will not take sides with one parent against the other where there may be possible conflict over children attending school. If you have a court decree that establishes you as legal guardian/parent, with either physical or legal custody (or both), please provide us a copy of such a document for attachment to your child's permanent record. We will use this document as a legal basis for working with the guardians/parents having legal or physical custody rights. However, please be aware that it is not the responsibility of the School District to enforce guardian/parental compliance with these custodial agreements (e.g. compliance with custody schedule).

The School District will treat both parents in a child custody situation the same as it would parents of an intact family. Absent a specific court order to the contrary, both parents have equal rights to pick up the child after school or remove the child from school for a doctor's appointment or similar lawful reason. It is not the School District's role to review court orders for physical custody, try to determine which parent has physical custody on what day and at what time and to "referee" parental disputes over physical custody. If the parents cannot agree as to who has physical custody rights on a given date or at a given time, the remedy for the parents is to resolve the dispute among themselves or rely upon their attorneys and the Court to find a solution.

Of course, the School District will strictly comply with any Court Order that indicates a parent/guardian has no physical custody rights or no right of unsupervised physical custody, or if there is a protection from abuse order. Any dissatisfaction regarding a guardian/parent's compliance with the custodial relationship will need to be resolved with attorneys or through the judicial system. Absent a court order to the contrary, both parents have equal rights to access the education records of the child. **The District is not under any legal obligation to provide two sets of all paperwork that is sent home with a child to each parent; it is the parent's responsibility to share documents with each other.** The District fulfills its obligation by providing one set of paperwork for the child and relying on the parents to cooperate in communicating with one another. Overall, the District strives to work with both parents with respect to the education of their child.

If the status of your custodial arrangement changes, the School District needs to be aware of the change. Please give us a copy of the most up-to-date document as soon as any changes occur.

Student Records

1. The school district will maintain a cumulative record for each child who is enrolled.
2. The information which is included in each file shall include data necessary for the efficient operation of the district's educational system and shall be classified as Category A information. This includes yearly achievement testing scores. It shall also include other data, which is of importance to the school district, but is not absolutely necessary. This data shall be considered Category B information. Parents and/or guardians shall be informed periodically of "B" type information and shall have the right of access to such information upon written request to the Superintendent of Schools.
3. Our policy on student records conforms to the Family Educational Rights to Privacy Act of 1974 Confidentiality Section of P.C. 94-142 and the Confidentiality Standards for Special Education PA Code 22, Chapter 341. Anyone further interested in the details of this act may contact the district superintendent of schools.
4. If a student is transferring out of the Greencastle-Antrim School District, his/her parent or guardian shall have the privilege of inspecting his or her records before they are transferred to the new district.
5. Upon the graduation or withdrawal of a student from the Greencastle-Antrim School District, his/her Category A records will be placed in a permanent file and the Category B records will be destroyed.

Pupil Withdrawal

Parents are requested to notify the school office and teacher several days in advance when their child will be withdrawn from school. This will enable the teacher to prepare transfer information and inventory the child's books.

Video-Taping/Still Photography/Interviewing

Videotaping, still photographing or interviewing of your child may occur in the Greencastle-Antrim Primary and Elementary Schools. Videotaping of teachers and the classroom is an effective method to help improve the instructional process. Videotaping, still photography, or interviewing is also used for public relations or keepsake purposes. Parents who do not wish to have their child(ren) videotaped, photographed, or interviewed for public relations purposes (newspapers/TV) must notify the building principal in writing. This notification will then be entered into Power School for tracking purposes.

Primary/Elementary Electronic Policy

GASD Policy # 237 prohibits the use of any electronic device by any Primary/Elementary School Student while in district buildings, on district property and grounds, and at school-sponsored activities. An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times. Nothing in the policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, in the event of an emergency, or specialized event. Noting in the policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

Books

Books are provided to meet the needs of the students, and they are expected to use reasonable care in the use of these and other school equipment. Books that are damaged or lost must be replaced by the student based on the original cost of the book and its condition when issued to the student.

Telephone Calls

No telephone calls, other than emergencies to pupils or teachers, will be accepted during school hours. A teacher's responsibility is with the class and cannot be called out of the classroom. The teacher will return your call when convenient.

Conferences

We set aside time at the beginning and middle of the school year for teacher conferences and ask that all parents attend. These conferences will offer an opportunity for you to "get to know" the teacher and classroom expectations in the fall, and then discuss your child's growth and development at midyear. The parent – teacher relationship is a crucial part of your child's educational experience. Other conferences can be arranged at your request.

Deliveries

Any non-educational/non-essential delivery to the school for a student must be dropped off at the office. Classroom teachers will make arrangements for these deliveries to be picked up before the end of the school day. This includes flowers, special treats, etc. Please remember glass containers and balloons may not be transported on the bus.

Birthday Party Invitations

Student birthday party invitations can only be handed out in school if either all students, all boys or all girls in the class are invited.

Classroom Parties/Birthdays at Greencastle-Antrim Primary/Elementary

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the new GASD Wellness Policy, effective for the 2017-2018 school, birthday celebrations will be held once a month and will be scheduled by your child's classroom teacher. We are asking all parents to follow these simple guidelines when planning for your child's birthday celebration at school as well as other classroom parties. The GASD staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing student learning!

- Contribute a book to the GAPS or GAES library.
- Bring in non-food items for classmates such as pencils, erasers, bookmarks, etc.
- Donate to your child's class charity in honor of your child's birthday.
- Provide goodie bags for classmates, which can be distributed and taken home at the end of the day.
- Donate an educational game or book for your child's classroom.
- If food is selected for parties, please use the list below as guidelines.

Suggested healthy food and beverage choices for classroom parties:

Fresh Fruit (washed) small individual baggies:

Oranges, Clementines, Tangerines, Apples, Bananas, Grapes, Pears, Strawberries, Raspberries, Cantaloupe, Watermelon, Pineapple, Kiwi

Dried Fruit (little or no added sugar) small individual baggies:

Raisins, Craisins, Natural Applesauce, Apricots, Plums, Sliced Peaches

Fresh Vegetables (washed) small individual baggies:
Carrots, Celery, Cucumber, Broccoli, Cauliflower, Sliced Bell Peppers, Cherry Tomatoes

Dips or Spreads (nut free only) small individual serving cup:
Salsa, Low Fat Veggie Dip made with Yogurt

Yogurt:
Individual Yogurt Cups, Individual Non-Fat Greek Yogurt Cups, Squeezable Yogurt Tubes

Cheese:
IW String Cheese (light Mozzarella, IW Reduced Fat Colby-Jack

Popcorn:
Fat Free, low sodium pre-popped small individual bags

Miscellaneous Snacks:
Reduced Fat Tortilla Chips, Grape & Cheese Cube Skewers (using toothpicks), Strawberries with Yogurt, Hummus on Mini Bagel Halves, Mix of Cheerios, Dried Berries & Pretzels, Thin Wheat Crackers, , Stoned Wheat Crackers, Triscuits (original or reduced fat), Graham Crackers, Goldfish Baked Snack Crackers, Low Fat Pudding Cup

Beverages:
Small individual fat-free or 1% milk, small individual serving 100% fruit or vegetable juice, plain water

School Breakfast and Lunch

At the Greencastle-Antrim School District, we participate in the National School Lunch Program and the School Breakast Program. Within those programs, we utilize the "Offer Versus Serve" system that allows students choices. Offering choices gives students the opportunity to select foods they will eat and recognize that not all students have the same tastes.

For **breakfast** four food items must be offered within the three required components. The meal components consist of fruit (or vegetable as substitute), grains (with optional meat/meat alternative) and milk. This means that some components may meet the requirement for two food items. A student must select three food items, including at least ½ cup of fruit or vegetable, to qualify for a reimbursable breakfast.

For **lunch** all five food items must be offered to all students. The meal components consist of meat/meat alternative, grain, vegetable, fruit, and milk. Students must select three of the five required food items to classify as a reimbursable lunch. The lunch must be priced as a complete lunch and the students may take 3, 4, or all 5 items for the same price. The serving sizes must equal the minimum quantities required for the specific age group. A fruit or vegetable choice must be selected to qualify as a reimbursable meal.

If a student does not select the required components or food items for breakfast or lunch to qualify for a reimbursable meal they will be charged a la carte pricing.

A Point-of-Sale System allows parents to pre-pay on-account for student lunches/meals. Account deposits can be made any day of the week by putting the child's name and student ID number on an envelope with the payment/deposit enclosed. Primary School account deposits are collected in the classrooms.

Elementary School account deposits are collected in the locked boxes in the hallway of each pod. Parents may also use the district website to access "**School Cafe**" to check their child's account and make payments.

Those families who feel they qualify for a free or reduced lunch may apply according to the federal guidelines. Detailed information concerning the program may be obtained by going to the district website at www.gcasd.org or by calling the district office at (717)597-3226 ext. 50505. If your child qualifies for free or reduced meals this includes both breakfast and lunch.

Foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income and should be included on the household application. They are no longer considered a household of one.

Health Services

Registered and professionally certified nurses are employed by the school district to render and monitor health services within the schools. Students that have been injured and/or have taken ill outside of the school day should not be sent to the school nurse for diagnostic or treatment purposes. Please refer to your family physician for these services.

A complete Health, Dental, and Immunization Record is kept for all pupils. Each student is given a visual acuity test annually, as well as a height and weight measurement. You will be notified of their BMI and percentile each year as per state requirements. Hearing tests are administered to kindergarten, grades one, two, three, special education students and to any child who has a history of hearing problems. Parents may request a recheck at any time.

Upon entering school, all kindergarten and other pupils entering school for the first time must have medical and dental exams by the family practitioner. Certain immunizations are also required; : 1) diphtheria, 2) tetanus, 3) hepatitis B 4), polio, 5) measles, 6) mumps, 7) rubella, and 8) chicken pox (or have had the disease). These immunizations and examinations need to be completed before a child can be enrolled in school.

Dental examinations of third graders should be completed by March 1st of the year that the child is enrolled in third grade.

If an illness or accident is serious, parents will always be notified. In extreme cases and when parents cannot be contacted, the child will be taken to the hospital emergency department.

Please do not send over–the-counter medicines (such as cold remedies) unless you have a written prescription from your physician.

If you suspect or are aware of a contagious disease or condition with your child, please keep him/her at home until appropriate therapy has been instituted by the child's physician and the physician issues a certificate for the child to return to school. Please inform the child's teacher or school nurse of any infectious or contagious diseases so proper care and precautions can be taken if necessary.

A good "rule of thumb" to use when trying to decide if your child should attend school upon questionable onset of an illness or recovery, is that he/she have a normal temperature (98.6 degrees F) for 24 hours prior to coming to school.

Dispensing of Internal Medicine

School policy permits school personnel to give medication to pupils only if they are prescribed by a physician.

All such medication must be brought to school by an adult in the original pharmacy or Doctor's office container labeled with your child's name and the directions for the dosage on the container. Please ask the pharmacist for a separate container for school when having a prescription filled.

Parents and/or guardians will complete a medication permission form when the medication is brought to school, including the physician's signature and the number of tablets, capsules or amount of liquid.

Students are not to have any medications on their person at any time (that is, not in their book bag or lunch box, etc.). However, with a signed order from their physician, a student does have the right to carry an asthma inhaler or EpiPen. The student also must demonstrate to the school nurse the purpose and appropriate method and time to administer the medication.

Please do not send cough drops or lozenges to school. Cepacol lozenges are available in the nurse's office as a first aide measure for sore throats, coughing, etc.

Two-hour delay policy: If there is a two-hour delay of school, we ask that you send a note in with your child listing the time they received their last medication.

Over the Counter Medication: Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin), cola syrup, antacid, triple antibiotic ointment, Cepacol lozenges/cough drops, hydrocortisone cream, and anti-itch lotion are available to any student who has parental permission via Caredox or demographic forms.

All students with an allergy requiring an Epipen must have an Epipen and medication authorization form at school for use during field trips. Failure to provide an Epipen will result in that student not being able to participate in the field trip. (GASD Policy # 210)

Homebound Instruction

Children who will be absent from school for a prolonged period (beyond 10 school days) because of accident or illness may receive this service free of charge. Proper certification by a physician is required and must include medical diagnosis and probable duration. This service is available after school hours for a maximum of 5 hours per week.

School Insurance

School accident insurance is available to those who desire it. Coverage includes accidents that occur at school and in traveling to and from school. This is available during the first two weeks of school, and parents are urged to purchase this protection. Insurance coverage is available to new pupils at the time when they enter our school district.

It is imperative that all accidents and injuries be reported to the teacher and the school nurse's office.

Field Trips

Field trips are used as a part of our educational program. No child will be taken on a trip that requires transportation without parental approval except to our Environmental Center and other schools within our district. Teachers will select chaperones from the approved volunteer list for school field trips.

All students with an allergy requiring an Epipen must have an Epipen and medication authorization form at school for use during field trips. Failure to provide an Epipen will result in that student not being able to participate in the field trip.

District Screening

The Greencastle-Antrim School District utilizes three levels of screening activities to identify children in need of additional services and or accommodations beyond the regular classroom. Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards, benchmarks and group achievement testing. Level II screening includes hearing screening which is conducted in grades K, 1, 2, 3, 7 and 11, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teachers and speech and language screening conducted in K and at teacher request. Level III includes Instructional Support Team screening. The instructional support process is composed of assessment and intervention procedures that are used to assure that students receive an effective instructional support program, as well as other school services, that will meet their learning needs.

Guidance

The services of a guidance counselor are available to students and teachers in the elementary and primary buildings.

Elementary Student Assistance Program (ESAP)

Pennsylvania's Student Assistance Program (SAP) is a program in every middle and high school in PA (and ESAP in some elementary schools) designed to identify and assist students experiencing possible barriers to learning and success. This program is available at both GAPS and GAES. The main goal of ESAP, and the liaison that is assigned to our school, is to assist in reducing student barriers to learning. The ESAP team, which is made up of a liaison and designated faculty, and the team will determine if a student referral is needed. If the referral is accepted then parent permission is obtained to allow the liaison to observe, meet and assess the student. The liaison will then identify and share school or community resources with the parents that may be helpful for their child.

Instructional Support Team (IST)

The instructional support process has been created in an endeavor to ensure that every child receives an effective instructional program and services that will enable him/her to learn in accordance with their abilities. The instructional support process is based on providing early intervention at the classroom level. Students who are not succeeding in their program will be referred to the IST for assessment and intervention. Students may be referred for IST services by a teacher or a parent by contacting the principal.

English Language Learner Program

English Language Instruction is provided for students who are English Language Learners (E.L.L.) and whose families speak other languages. Students are identified upon entrance into the district. Services are provided for all grade levels.

Psychological Services

The services of a psychologist are available for any child who is experiencing learning difficulty or emotional adjustments. Written parent permission is required.

Special Education

Under federal law entitled, "Individuals with Disabilities Education Act and Pennsylvania Special Education Regulations and Standards", each exceptional child has the right to a free education designed to meet the child's learning needs. The term "exceptional" includes children with physical, emotional or mental disabilities. See Page XX for **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES.**

The Greencastle-Antrim School District along with Lincoln Intermediate Unit 12, provides specially designed instruction to meet the needs of any eligible school age student or young child (ages 3 to school age) who falls within any of the following categories and needs special education as determined by an individualized education program team: (a) autism, (b) deaf-blindness, (c) deafness (d) emotional disturbance, (e) hearing impairment (f) intellectual disability (g) multiple disabilities, (h) orthopedic impairment (i) other health impairment, (j) specific learning disability, (k) speech or language impairment, (l) traumatic brain injury, (m) visual impairment including blindness, (n) developmental delay (ages 3 to school age only). Related services such as transportation or any developmental, corrective or supportive service needed to assist an exceptional student to benefit from special education are also provided. In addition, extended school year programming is available for those students who need continuing instruction in the areas of self-sufficiency and basic communication in order to maintain skills, which have already been mastered.

Protected Handicapped Students

The Greencastle-Antrim School District will provide to each protected handicapped student those related services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

The services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Gifted Education

Gifted education is provided to students who have outstanding intellectual ability and require specially designed instruction not ordinarily provided in the regular education program. A student must meet specific criteria as set forth by the state to be identified as mentally gifted. Determination of mentally gifted must include an assessment by a certified school psychologist. The term mentally gifted includes a person who has an IQ of 130 or higher and when multiple criteria indicated gifted ability.

If an individual chooses to request the Greencastle-Antrim School District to initiate screening or evaluation for a child, he or she should contact the Special Education Office. The request must be in writing and a form will be provided for that purpose.

Testing Program

Pennsylvania State System of Assessments (PSSA) is given to all third, fourth and fifth graders. The PSSA is given in the areas of reading, writing, math and science. The results will be distributed to parents.

The results of this test is used to provide information for teachers, parents, and administrators about the development of our students. This information is also used to improve instruction of pupils through guidance and evaluation of instructional materials and strategies.

Parents' Right to Know

The No Child Left Behind Act of 2001 (NCLB) provides parents the right to request the professional qualifications of their children's teachers. You have the right to the following information:

- Whether PA has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which PA licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.

This information is available on the Pennsylvania Department of Education's website (www.teachercertification.pa.gov), under Teacher Certification. If you do not have access to the Internet please contact the school office and the qualifications will be provided to you.

Report Cards

The school year is divided into four report periods of nine weeks each. At the end of each of these periods, a report card is issued to each child.

Children differ greatly in rate of growth and achievement and it is necessary to adjust instruction to the level of pupil's learning ability. Tests are used to determine at which level your child is functioning and appropriate programs are provided. The grades received on the report card reflect progress at the level your child is working.

Special subjects are not on report cards – grades in special subject areas are considered satisfactory unless parents are notified.

Primary School Progress Key – Kindergarten

+	Above Expected Level
✓	Expected Level
-	Below Expected Level
x	Not evaluated at this time

Primary School Progress Key – Grades 1st and 2nd

O	90% - 100%
S+	80% - 89%
S	70% - 79%
S-	65% - 69%
U	Below 65%

Elementary School Grading Scale – Grades 3rd, 4th, and 5th

Letter Grade	Percent	QPE
A	93-100	4.0
A-	90-92	4.0
B+	87-89	3.8

B	83-86	3.4
B-	80-82	3.0
C+	77-79	2.8
C	73-76	2.4
C-	70-72	2.0
D	65-69	1.0
F	Below 65	0.0

Internet Use Policy

Internet access is available to students and teachers in the Greencastle-Antrim School District.

We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Greencastle-Antrim School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, the Greencastle-Antrim School District, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Greencastle-Antrim School District user violates any of these provisions, his or her access will be terminated and future access could possibly be denied, and referral will be made to the building principal for other appropriate action.

TERMS AND CONDITIONS OF USE

INTERNET ACCEPTABLE USE POLICY

The following Acceptable Use Policy is an abridged version of GASD Board Policy # 815. The full version of this policy may be found on our District's website, located at: http://downloads.gcasd.org/AUP.pdf.

TERMS AND CONDITIONS OF USE

To gain access to district technology and the Internet, all students under the age of 18 must obtain parental permission. District technology and internet is to be used for educational purposes only; to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research and be consistent with the educational objectives of the Greencastle-Antrim School District. Users of other organizations' network or computing resources through the Internet must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations or board policy is

strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

PRIVILEGES

The use of District Technology and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, as well as referral to the building principal for other appropriate action. Each student or teacher who is granted Internet access will be part of a discussion with a Greencastle-Antrim staff member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may revoke user privileges at any time as required. The administration, faculty, and staff of the Greencastle-Antrim School District may request the system administrator to deny, revoke, or suspend specific user privileges.

Users may find inappropriate, or controversial content while searching the internet for valuable information. Although GASD makes every effort to monitor and filter this inappropriate content, GASD is not responsible for false information, offensive, or illegal content. All users accessing district technology, specifically the internet, must use a username and password to gain access. Guest users may gain access to the 'Guest Wireless' network, by agreeing to follow GASD Board Policy #815.

RESPONSIBILITY OF GASD

GASD is required, by law, to filter inappropriate internet content from students under the age of 18. GASD is responsible for securing access to district technology resources (i.e. use of usernames and passwords, Firewall, Web Filters, virus/malware protection, remote tracking and management software).

In the event of inappropriate behavior or abuse of technology resources, GASD may be legally responsible to alert the appropriate law enforcement authorities.

RESPONSIBILITY OF USER

It is the responsibility of the user to conduct him/herself according to existing Board policies, as well as all local, state and federal laws. Technology usage shall not be treated any differently from usage of any district resource, nor shall a different level of social and ethical behavior be expected.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Greencastle-Antrim School District user violates any of these provisions, his or her access will be terminated and future access could possibly be denied, and referral will be made to the building principal for other appropriate action.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a) Be polite. Do not get abusive in your messages to others.
b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
c) Do not reveal your personal address or phone numbers or those of other students.
d) Do not use the network/Internet in such a way that you would disrupt the use of the network/Internet by the other users.
e) All communication and information accessible via the network/Internet should be assumed to be private property.
f) Do not engage in Bullying/Cyberbullying
g) Do not attempt to access, download, or distribute obscene or pornographic material.
h) Do not impersonate another user, as this may be considered identity theft.

SECURITY AND HACKING
If you feel you can identify a security problem on the Internet, you must notify a building technician or the Greencastle-Antrim School District Director of Technology, not demonstrate the problem to other users. Do not use another individual's account. Do not share your password with anyone. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. hacking) is prohibited. Any unauthorized attempt to access the Greencastle-Antrim School District's servers, mainframe, routers, networking equipment, Internet filters, or operating systems either from on campus or off campus will be considered an attempt at hacking and is prohibited. Any use of software or Internet proxy to bypass filtering or desktop security software is strictly prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

VANDALISM
Vandalism will result in cancellation of privileges and referral will be made to the building principal for other appropriate action. Vandalism is defined as any malicious attempt to harm or destroy technology hardware, data of another user, school network, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

SOCIAL MEDIA
Access to any type of social networking sites such as Facebook, Twitter, Google+ or similar internet entities must be for educational purposes only.

PERSONAL TECHNOLOGY DEVICES
Users operating their own technology in school, such as but not limited to mobile phones, tablets, media players and laptops, should do so in a way that does not disrupt the education process or jeopardize the district's security or the efficiency of operations. For the purpose of internet, or network connectivity, all personal equipment that can be connected to the

district's technology network must be connected wirelessly to the District's Guest WiFi to ensure the safety and security of the district network. No personal equipment can be physically connected to the District's network e.g. via Ethernet, Serial, or USB.

EMAIL

Electronic mail (e-mail), if granted, is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. The use of e-mail service provided by Greencastle-Antrim School District for teachers and students is for educational purposes only. All communications are to be for approved educational purposes only. Using e-mail provided by services other than Greencastle-Antrim School District is strictly prohibited. This includes but is not limited to Hotmail, Yahoo mail, Gmail, Comcast Mail, and other third-party mail retrieval services. Personal e-mail accounts are not to be accessed on district devices e.g. computers, tablets, mobile devices.

1) Acceptable Use – The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research and be consistent with the educational objectives of the Greencastle-Antrim School District. Users of other organizations' network or computing resources through the Internet must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations or board policy is strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. See attached Board Policy 815: Acceptable Use of Internet.

2) Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, as well as referral to the building principal for other appropriate action. Each student or teacher who is granted Internet access will be part of a discussion with a Greencastle-Antrim staff member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may revoke user privileges at any time as required. The administration, faculty, and staff of the Greencastle-Antrim School District may request the system administrator to deny, revoke, or suspend specific user privileges.

3) Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a) Be polite. Do not get abusive in your messages to others.
b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
c) Do not reveal your personal address or phone numbers or those of other students.
d) Note that electronic mail (e-mail), if granted, is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e) Do not use the network/Internet in such a way that you would disrupt the use of the network/ Internet by the other users.
f) All communication and information accessible via the network/Internet should be assumed to be private property.

4) Security – Security on any computer system is a high priority, especially when the system has many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Greencastle-Antrim School District Internet Coordinator, not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual and your teacher's permission. Attempts to logon to the network as a system administrator will result in cancellation of user privileges and referral will be made to the building principal for other

appropriate action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

5) Vandalism – Vandalism will result in cancellation of privileges and referral will be made to the building principal for other appropriate action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, school network, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I as a **student** understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

I as a **parent or guardian of this student** have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Greencastle-Antrim School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Greencastle-Antrim School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to grant Internet access for my child.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & STUDENT RECORDS

Information about your rights and privileges under the Family Educational Rights and Privacy Act (FERPA) a federal law, which protects the confidentiality of student educational records by limiting their disclosure can be found on our district website at www.gcasd.org. If you do not have access to the website, please let us know and we will provide you with a hard copy.

Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy. No student shall be required as a part of any applicable program to submit to a survey, analysis, or evaluation that reveals information concerning: political affiliation; mental and psychological problems potentially embarrassing to the student or his/her family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or income; without the prior written consent of the parent for those students under age 18. Such survey may be conducted on a wholly voluntary basis, provided that the student and his/her parents have been notified of their rights and of their right to inspect all materials related to the above. {Policy #235}

Doctor/Dentist/ Professional Excused Absence

_____
(School Name)

_____
(Provider Name)

This is to confirm that _____ was absent from school on _____
(Child's Name) *(Dates)*

from _____ a.m./p.m. to _____ a.m./p.m. for medical/dental/professional reasons.

This child appeared for an appointment in this office on _____
(Date)

This child is permitted to return to school on _____
(Date)

Limitations/Remarks: _____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____
(Medical Provider/Dentist/Professional)

Warning: Adding to, deleting from, or altering this form in any way after it is signed by the medical provider/dentist/professional is illegal and may result in prosecution.

Original to Child **Copy to School** **Copy to Provider**

McKinney Vento ACT – Education Rights of Homeless Children and Youth

The Greencastle – Antrim School District encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

If you are homeless or know of a child or youth who is homeless and not attending school, please contact Chad Stover, Homeless and Foster Care Liaison at (717-597-3226 ext. 30550

Who is Considered Homeless?

Any child or youth not attending school who is lacking a fixed, regular and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, abandoned in hospitals awaiting foster care placement, living as migratory children in conditions described in previous examples, living as run-away children, abandoned or forced out of homes by parents or caretakers, or similar settings. If you are not sure, please call.

What are the Education Right of Homeless Children?

Our schools provide equal access to all students regardless or their home living situation.
Homeless children and youth have specific rights that include:

- Immediate enrollment in school and, when desired or feasible, at the school or origin.
- Prompt provision of necessary services such as transportation
- Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool, meal programs and the federally funded Title I program.
- Parent or guardian involvement in school activities.

Insert ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SRVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES.

Parents/Guardians:
Please be aware that the following policies are recommended to be distributed annually to parents and/or students; therefore, access to the following policies are available via the district's website at www.gcasd.org. Click on "District" tab, then "School Board" then "Policies and Procedures". If you would like a hard copy of any policy, please contact the school's main office.

103 – Nondiscrimination in School and Classroom Practices
103.1 – Nondiscrimination – Qualified Students with Disabilities
104 – Nondiscrimination in Employment and Contract Practices
105.1 – Review of Instructional Materials by Parent/Guardians and Students
200 – Enrollment of Students
203 – Immunization and Communicable Diseases
204 - Attendance
209 – Health Examinations/Screenings
209.1 – Food Allergy Management
209.2 – Diabetes Management
210 - Medications
210.1 – Possession/Use of Asthma Inhalers/Epinephrine auto-injectors
218 – Student Discipline
218.1 - Weapons
222 - Tobacco
226 - Searches
235 - Students Rights and Responsibilities
235.1 – Surveys
237 – Electronic Devices
246 – Student Wellness
247 – Hazing
248 – Unlawful Harassment
249 – Bullying/Cyberbullying
250 - Student Recruitment (applicable to HS only)
705 - Safety
716 – Integrated Pest Management
806 – Child Abuse
808 – Food Services
810.2 - Transportation – Video/Audio Recording
819 – Suicide Awareness, Prevention and Response
823 Naloxone
904 – Public Attendance at School Events
906 – Public Complaints
918 - Title I Parental Involvement

- ❖ Any Board Policies currently up for review could result in changes to the Code of Conduct once approved by the School Board.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES

NOTICE TO PARENTS

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, charter schools, and intermediate units are required to conduct child find activities for children who may be eligible for special education services or services via Section 504 of the Rehabilitation Act of 1973. Information related to special education services can be accessed via the Individuals with Disabilities Education Act and via 22 PA Code Chapter 14. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts and charter schools are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, charter school, and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities of eligible young children. In addition to this public notice, each school district, charter school, and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the district of residence. Contact information is listed at the end of this public notice.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services.

Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For more information contact the Lincoln Intermediate Unit 12 Preschool Office at (717)624-6491.

EVALUATION PROCESS

Each school district, charter school, and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Preschool Program Supervisor, Lincoln Intermediate Unit #12, 65 Billerbeck Street, New Oxford, PA 17350.

CONSENT

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, charter school staff, or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

CONFIDENTIALITY OF INFORMATION

The school districts, charter schools, and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State Law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the intermediate unit.

INTERMEDIATE UNIT	
Lincoln Intermediate Unit #12 65 Billerbeck Street, New Oxford, PA 17350 Telephone: 717-624-4616	
SCHOOL DISTRICT OFFICES – FRANKLIN COUNTY	
Dr. Janilyn Elias Chambersburg Area School District 435 Stanley Avenue, Chambersburg, PA 17201 717-263-9281 Janilyn.elias@casdonline.org	Ms. Ginger Thompson Greencastle-Antrim School District 500 E. Leitersburg St., Greencastle, PA 17225 717-597-3226, x30517 gthompson@gcasd.org
Ms. Michelle Bennett Tuscarora Area School District 4773 Ft. Loudon Road., Mercersburg, PA 17236 717-328-3127, x2705 Michelle.Bennett@tus.k12.pa.us	Ms. Peggy Crider Shippensburg Area School District 317 North Morris Street, Shippensburg, PA 17257 717-530-2700, x1041 Peggy.Crider@ship.k12.pa.us

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, veteran status or marital status. No preschool, elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.