

2022-2023

Greencastle-Antrim School District

Unleash Your Influence



Empowering for Success

Children First - Commitment – Integrity – Respect - Standards

May 18, 2023

**GREENCASTLE-ANTRIM SCHOOL DISTRICT
AGENDA
BOARD OF SCHOOL DIRECTORS MEETING**

May 18, 2023

Regular meeting - 6:00 PM

**Board meeting will be live streamed from the Antrim Township Building.
Check the District website for connectivity.**

- I. Call to Order**
- II. Moment of Reflection**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Agenda Approval**
- VI. Recognition of Citizens**

PLEASE NOTE: Citizens have the right to attend and witness board meetings, but the Sunshine Law does not grant them the right to speak. You may address the Board of School Directors at this time. Citizens are reminded that Board Procedures limits the duration of each presentation to three minutes, with the maximum of seven citizens permitted to address the board. Personnel items may not be discussed in public meeting. The Board and Administrators will not respond to public comment, at this time.

VII. President's Report

- A. Borough/Township Updates

VIII. Presentations

- Elementary Class Projects – Mrs. Martin and Mrs. Burket
- Code of Conducts – Kevin Carley and Mike McManus
- ACE Update (VC2) – Dr. Rife

IX. Superintendent's Report

- A. Recognition – G-lympics & STEAM Expo and Fine Arts Night
- B. Recommend acceptance of a 12th grade student as a tuition student for the 2023-24 school year.
- C. Recommend approval of the following contract for one slot at River Rock Academy for alternative education services for the 23-24 school year.

- D. Recommend approval of the following contract for additional services as needed at River Rock Academy for alternative education services for the 23-24 school year.
- E. Recommend board approval of a 3-year contract with CAIU15 for PowerSchool SIS hosting and support, beginning July 1, 2023 and ending June 30, 2026 for a total of \$40,328.00
- F. Recommend approval to increase the 2023-2024 contract with Folium Inc. by \$15,780 for our Virtual Classroom 2. This increase will allow us to adjust the student day to M-F, 7:30-2:20.
- G. Recommend approval of the Flexible Instructional Program.

X. Personnel Items

- A. Recommend approval of the following professional staff resignations:
 - 1. Bill Doll, - DIST Kindergarten Teacher effective May 31, 2023
 - 2. Julie Franchi, - DIST Special Education Teacher effective May 31, 2023
- B. Recommend acceptance of the following support staff resignation for the purpose of retirement:
 - 1. Marlene Eckstine, - DIST PCA/Paraprofessional (GAMS) effective May 31, 2023 (4.81 credit years of service with PSERS, 7 years with G-ASD)
- C. Recommend approval of the following professional staff appointment:
 - 1. Brenda Leiboldt, - DIST Special Education Teacher, Masters 60 Step 13 effective August 16, 2023 (Transfer of Entity LIU #12)
- D. Recommend approval of the following support staff appointment:
 - 1. Angela Maynard, - DIST Intensive Support Paraprofessional, Band 3 Step 13, 7 hrs/day with an anticipated start date of the first working day of the 2023-2024 school year
- E. Recommend approval of the following supplemental staff appointment for the 2022-2023 band season:
 - 1. Brock Bricker, - Indoor Percussion Instructor @ \$1,181, effective for the 2022-2023 Band Season
- F. Recommend approval of the following supplemental staff appointments beginning with the 2023-2024 contract year:
 - 1. Jennifer Wilhide, GAPS 2nd Grade Team Leader @ contracted rate for Team Leader (Maria Kolva)
 - 2. Sheila Keller, - MS Yearbook Co-Advisor @ \$308
 - 3. Robert Cooper, - MS Yearbook Co-Advisor @ \$308
- G. Recommend approval of the following supplemental staff appointment:
 - 1. Benjamin Herrmann, - MS Assistant Boys Basketball Coach @ \$3,375 based on a 65 day season; effective 2023-2024 Winter Season (Travis Blubaugh)
- H. Recommend approval of the following additions to the District Personnel list(s):
 - 1. Julie Ianno – Homebound Instruction effective April 27, 2023

I. Recommend approval of the following professional staff job title and job description:

1. ESL Specialist/Program Coordinator

XI. Chief Financial Officer's Report

- A. Recommend approval to purchase cafeteria tables for the High School and Elementary School as projected in the 23-24 budget at an approximate cost of \$32,242. Advanced ordering will hopefully insure a summer delivery.
- B. Recommend approving the resolution to pay the district share of the FCCTC annex roof, estimated to be \$171,360, in a lump sum, using fund balance, by August 1, 2023 saving approximately \$63,000 in interest.
- C. Recommend board approval of a 3-YR contract beginning July 1, 2023 and ending June 30, 2026, with Higher Information Group to provide managed print services including multi-function printers, print shop operator, maintenance and support at a monthly base price of \$8289.79 plus \$.002 per monochrome print, and \$.02 per color print.

XII. Board Committee Reports and Discussion

- A. Personnel
- B. Facilities
- C. Finance

XIII. Standing Committee Reports

XIV. District Updates

- A. Facilities Report

XV. Student Reports

XVI. Review of Upcoming Board Meetings

- June 1 – Code of Conducts
School Solicitor Services for 2023-24 fiscal year
- June 15 – Voting meeting
Final Budget Presentation

XVII. Old Business

- ACE Bidding Update

XVIII. New Business

- Wellspan Land Donation Agreement Review
- Athletic Coach Performance Evaluation Report

XIX. Recognition of Citizens

XIX. Adjournment

GREENCASTLE-ANTRIM
PRIMARY & ELEMENTARY SCHOOLS
CODE OF CONDUCT
2023-24



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 K-5 Principal	Mr. Kevin Carley GAPS Assistant Principal	Mrs. Chelsey Robinson GAES Assistant Principal
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SCHOOLS TELEPHONE NUMBERS

Greencastle-Antrim School District	(717) 597-3226
Administrative Offices	Ext. 50500
Business Office	Ext. 50503
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
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 who are self-transported to school can arrive starting at 8:00 AM. These Students will report directly to the gym and will be dismissed at 8:15 am to their classes (students can get breakfast at this time). All students, whether transported by bus or self-transported who arrive after 8:15 AM, can go directly to their classes (students can get breakfast at this time).
- Greencastle-Antrim Primary School 8:35 a.m.-3:05 p.m. Students who are self-transported to school can arrive starting at 8:05 AM. These Students will report directly to the gym and will be dismissed at 8:20 am to their classes (students can get breakfast at this time). All students, whether transported by bus or self-transported who arrive after 8:20AM, can go directly to their classes (students can get breakfast at this time).

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.

District Attendance Policy

If a student is absent from school for any period of time, it is necessary for the parent/guardian to provide a written excuse. 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, a 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.

If a note is not provided within three (3) school days after the absence, the day is recorded as an unlawful absence.

Legal absences include:

1. Illness or injury
2. Medical/dental appointments (*A Franklin County Doctor's Excuse can be found on the district website.*)
3. Death in the family
4. Pre-approved educational trips

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

Unlawful Absences

Number of Unlawful Absences	Consequences
1-2 (Concern)	Letter sent home
3-5 (Truancy)	Parent/Guardian contacted Student Attendance Improvement Conference Requested Student Attendance Improvement Plan initiated
6-8 (Habitual Truancy)	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.
10 or more (Chronic Truancy)	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 Tardy

Number of Absences and/or Tardy	Consequences
10% Absentee Rate	Parent/guardian sent a letter of concern
15% Absentee Rate <i>(Excluding educational trip leave and absences already covered by notes from physicians)</i>	Parent/guardian sent a notice requiring notes from medical offices for all future absences. 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.
20% Absentee Rate	Possible home visit, referral to a Truancy Prevention Program, and/or Children and Youth Services of Franklin County.

Reporting Times

GAPS/GAES

Time	Arrival Code	Dismissal Code
Beginning of school – 11:30 AM	Tardy	Full day Absence
11:30 AM – 1:15 PM	½ Day Absence	½ Day Absence
1:15 PM – End of Day	Full day absence	Early Dismissal

Students who arrive to school after 8:30 AM (**GAES**) or 8:35 AM (**GAPS**) will be marked as tardy. These students must be signed in by a parent/guardian using School Gate Guardian 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 School Gate Guardian and a note must be provided to the main office.

GAMS/GAHS

Time	Arrival Code	Dismissal Code
Beginning of school – 10:45 AM	Tardy	Full day Absence
10:45 AM – 12:45 PM	½ Day Absence	½ Day Absence
12:45 PM – End of Day	Full day absence	Early Dismissal

Tardy Consequences: (GAMS/GAHS)

- 1st = documented warning and first “free of punishment”
- 2nd = documented warning and second “free of punishment”
- 3rd = documented warning and conference with student
- 4th = lunch isolation and conference with student and parent
- 5th or more = in-school suspension and/or loss of parking privileges if applicable.

Student Attendance Eligibility Standards: (GAMS/GAHS)

- Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 am or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day.
- If a student does not participate in a wellness class due to a physician’s excuse, then the student may not participate in an athletic practice or contest for the duration of the excuse.
- Any student placed on a doctor’s note requirement due to a poor attendance pattern may be reviewed for possible removal by the Building Administrator or Athletic Director.
- Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness.

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 and/or parent/guardian 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. 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 parent/guardian for those hours the child is in school, this rule shall be observed: children shall be released from school only to their parent/guardian or to persons authorized in writing by their parent/guardian.

Withdraw from School

To withdraw from Greencastle-Antrim School to move to another school, parent/guardian should notify the school office of these plans prior to the withdrawal. On the day before, the student should report to the office to take care of necessary paperwork. Student records will be sent after GASD receives official notification from the new school/district.

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.

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 18 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.

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.
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, heelys, 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 an 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 **will** 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: Transportation on a District vehicle is a privilege and not a right.

Severe Clause:

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.

Bus Loading: 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.

Videotaping/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. Nothing 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 GASD Wellness Policy, 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 strongly feels 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, Clementine's, 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 Breakfast 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. 50508. 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. For a complete list of [School Vaccination Requirements](#) click here.

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 SchoolCare 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. Pennsylvania School Code requires parents to have their children reevaluated at least every three-months to ensure that the student still requires homebound instruction. The goal of the parent, student, doctor, and district should be to get the student rehabilitated and back in school.

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.

School Counselor

Counseling services are available to students and teachers in the elementary and primary buildings. The school counselor's role is to work with students, teachers, parents, and outside agencies to best meet the individual needs of each student (both academic and social/emotional) so that students can be successful in and out of the classroom.

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.

English as a Second Language (ESL) Services

English Language Development (ELD) is provided for students who are English Language Learners (EL) and whose families speak languages other than English. Students are identified and screened for ESL services upon entrance into the district. ESL services are provided for all grade levels and language proficiency 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

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every school district receiving federal funds to comply and to provide you with the requested information in a timely manner.

At any time, you may ask:

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

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

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

- Information on policies regarding student participation in assessments and procedures for opting out.

- Information on required assessments that include:
 - o Subject matter tested
 - o Purpose of the test
 - o Source of the requirement (if applicable)
 - o Amount of time it takes students to complete the test
 - o Time and format of disseminating results

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

As we work in partnership to provide the best education for your child, do not hesitate to reach out as we work to prepare your child for a lifetime of success.

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 Wi-Fi 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.

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 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 is the Education Right of Homeless Children?

Our schools provide equal access to all students regardless of 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.

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES 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	
Ms. Sherri Sullivan Chambersburg Area School District 435 Stanley Avenue, Chambersburg, PA 17201 717-709-2325 Sherri.sullivan@casdonline.org	Mrs. 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. Lauren Zima-Engro Shippensburg Area School District 317 North Morris Street, Shippensburg, PA 17257 717-530-2700, x1041 Lauren.Zima-Engro@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.

**GREENCASTLE-ANTRIM
MIDDLE SCHOOL**

***PROPOSED CODE OF CONDUCT
2023-2024***

**370 SOUTH RIDGE AVENUE
GREENCASTLE, PA 17225
Telephone (717) 597-3226
Fax (717) 597-6468
www.gcasd.org**

**MICHAEL McMANUS
PRINCIPAL**

**ALISON McKISSICK
ASSISTANT PRINCIPAL**

**FRED E. YELTON
GUIDANCE COUNSELOR**

**TRAVIS BLUBAUGH
DIRECTOR OF TRANSPORTATION
(717) 597-3226 ext. 50504**

CHILDREN FIRST

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

REMOVE

CHANGE/ADD

I. INTRODUCTION

The goals of the disciplinary code are to provide a safe, effective learning environment and to promote the development of self-discipline and individual responsibility. To accomplish this, we expect all students to follow three basic rules: 1. Do your best. 2. Do the right thing. 3. Respect yourself and others. In addition, 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 somebody is being bullied, we will tell an adult at school and an adult at home. The school community, teachers, administrators and parents will work cooperatively to help students adhere to these rules. With this support, students must recognize their rights and responsibilities and conduct themselves accordingly. 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, Security, Director of Transportation, and business manager. A listing of students' rights and responsibilities shall be included in the Code of Conduct which shall be distributed annually to students and parents. (Board Policy #235)

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.

II. 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 (<http://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.

III. STUDENT RIGHTS

Students have the right to:

- A. An education free of discrimination. (Board Policy #103) 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, and for information regarding services, activities and facilities that are accessible and usable by handicapped persons, contact the Superintendent's Office at 717-597-3226.
- B. Express themselves, unless such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another's individual rights.
- C. Fair and effective discipline as stated in the disciplinary section of this handbook.

IV. STUDENT DISCIPLINARY CODE OF CONDUCT (Board Policy #218)

The Pennsylvania School Code gives every teacher and administrator in the public schools the right to exercise the same authority over pupils attending school as their parent(s)/guardian(s). This authority may be exercised by school personnel during the time that pupils are attending school, including travel to and from school, at all school sponsored activities, on a school bus or school vehicle, and at all activities held on school grounds. This authority may also be extended if students' actions violate a local, state, or federal law, and if the actions have a negative effect on the school population. All discipline is subject to the applicable provisions of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 for eligible students.

- A. Repeated violations of the disciplinary code will result in progressive levels of discipline. If a violation is serious, the student may begin at a higher level of intervention. Following are the four levels of offenses and appropriate interventions for each level.
- B. Level I offenses: Behavior that interferes with the normal operation of any school activity.
1. Listed below are examples (not limited to):
 - a. Running or inappropriate behaviors in the hallways
 - b. Arriving to class without proper materials
 - c. Unauthorized presence in the halls
 - d. Unauthorized talking in the classroom
 - e. Undirected obscenities or profanity
 - f. Unacceptable social behavior
 - g. Eating in the hallways or classrooms without approval (only plain water, with a lid, is allowed in classrooms).
 - h. Littering
 - i. Failing to return required forms and/or school property within an appropriate time
 - j. Loitering
 - k. Tardiness to school and/or class
 - l. Walkers and/or those involved in after school activities leaving their last period classroom on the bus tone
 - m. Chewing gum
 - n. Possessing matches or lighters
 - o. Open displays of affection
 2. Level 1 disciplinary interventions
 - a. Verbal warning by a teacher
 - b. Classroom Detention; students are responsible for their own transportation
 - c. Parental contact or conference by teacher
 - d. Removal of school privileges for a designated period of time
 - e. Lunch isolation for a designated period of time
 - f. Loss of club and/or assembly privileges
- C. Level 2 offenses: Behavior that disrupts the educational process and requires the intervention of an administrator.
1. Listed below are examples (not limited to):
 - a. Repeated Level I violations of school policy
 - b. Gambling
 - c. Academic dishonesty: The use of another person's thoughts, writing or work in an inappropriate manner. This includes, but is not limited to, plagiarism, cheating, talking/texting during a test, copying another student's work with or without consent, using written answers prepared before a test, sharing test answers with another student, changing answers on work being corrected without the instructor's permission.
 - d. Forgery of passes, notes, Courtesy Cards, report card stubs, disciplinary forms, detention notices, etc.
 - e. Defacing school property
 - f. Throwing objects
 - g. Refusing to obey instructions (insubordination)
 - h. Lying or dishonesty
 - i. Obscenities/profanity directed to other students
 - j. Immoral acts
 - k. Leaving school grounds without authorization
 - l. Cutting classes or detention
 - m. Possession of pornographic materials
 - n. Truancy
 - o. Mocking or malicious teasing
 - p. Misuse of school computers especially as defined by G.A.S.D. internet policy
 - q. Excessive tardiness
 - r. 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." (Board Policy #249)

- Direct Bullying: when someone 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.
- S. Possession/use of any personal communication device including mobile telephones and smartphones; any personal device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any personal devices that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablets computers, smart watches, earbuds, airpods, headphones, electronic gaming systems, pagers, e-readers, and laser pointers during school hours is prohibited unless authorization is given. The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes. All such devices must be turned off and kept in the student's locker unless administrative authorization has been given. (Board Policy #237)
- t. Use or possession of any type of body spray.
2. Level 2 disciplinary interventions
- a. Community service in which a student works to improve the school
 - b. Parental contact or conference
 - c. Team consultation with student
 - d. Social isolation which includes: no talking with classmates during launch, lunch, and in the morning prior to school, delayed hall passing, no assemblies and no activities including interscholastic participation
 - e. Disciplinary contract which is a statement of expectations and consequences unique to a particular student.
 - f. In school suspension (ISS) assigned by an administrator is the removal of the student from the classroom for a designated period of time. The student will spend normal school time in the ISS room under the direction of a certified instructor. Lessons will be provided by the student's teachers for his/her daily work. The student must be informed of the reasons for suspension and given the opportunity to respond. The parents will be notified in writing. Suspended students may not participate in school activities during suspension. They do have the responsibility to make up tests or work missed and will be permitted to complete these assignments within established guidelines. In school suspended students needing to serve after school detention are allowed on campus solely for that purpose.
 - g. Restriction of computer use
 - h. Loss of club and/or assembly privileges
 - i. Citations
 - j. Police referral
 - k. Children and Youth referral
3. Specific Discipline Actions
- a. Should a student have a cell phone/personal electronic device in his/her possession between the hours of 7:30 a.m. and 2:24 p.m.; 3:30 p.m.; or turned on within the school building between the hours of 7 a.m. and 4 p.m., a First Offense will result in the phone being confiscated and locked in the vault until the end of the day at which time the student may pick it up. In addition, the student will be issued one (1) day of In School Suspension. Remember, between the hours of 7:30 a.m. and 2:24 p.m. 3:30 p.m. cell phone/personal electronic devices must be turned off and locked within student lockers.
 - b. A second (or succeeding) offense will result in the phone being confiscated and locked in the vault. The parent or guardian may pick the phone up. In addition, the student will be issued no less than three (3) days of In School Suspension.
- D. Level 3 offenses: Behavior that may seriously threaten the health, safety, and welfare of others requiring administrative action.
- 1. Listed below are examples (not limited to):
 - a. Repeated Level 2 violations of school policy
 - b. Vandalism
 - c. Harassment: consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. Sexual

- harassment consists of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature. (Board Policy #248)
- d. Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco, including electronic cigarettes, nicotine and nicotine delivery products. (Board Policy #222)
 - e. Fighting/aggressive behavior
 - f. Possession, transmission, distribution, publication, or dissemination of child pornography, which includes a sexually explicit image or visual depiction of ones self or another minor.
 - g. Hazing – any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. (Board Policy #247)
 - h. Obscenities/profanity directed at faculty/staff
2. Level 3 disciplinary interventions
 - a. In school suspension
 - b. Out of school suspension (OSS) assigned by an administrator is the removal of the student from school for a designated period of time. The student must be informed of the reasons for suspension and given the opportunity to respond. The parents will be notified in writing. The student will take textbooks home and have lessons provided by the student’s teachers to be picked up at school at a designated time. Suspended students may not participate in school activities during suspension. They do have the responsibility to make up tests or work missed and will be permitted to complete these assignments within established guidelines. Students are not permitted to be on school property during suspension without prior administrative approval.
 - c. Required clean up and/or payment for damages to school property at the current replacement cost.
 - d. Citations
 - e. Police Referral
 - f. Children and Youth Referral
 - g. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
 3. Specific Discipline Actions
 - a. Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco products, including electronic cigarettes: the penalty for the first offense is three (3) days suspension; second and each succeeding offense will be a minimum five (5) days of suspension.
 - b. The penalty for possession or use of tobacco products including electronic cigarettes will include processing a citation through the District Magistrate’s office resulting in a fine plus court costs.
 - c. Fighting: a minimum three (3) days suspension for the first offense; succeeding offense will result in a minimum five (5) day suspension; possible police contact.
- E. Level 4 offenses: Behavior that is an immediate and serious threat to the health, safety and welfare of others requiring administrative actions.
1. Listed below are examples (not limited to):
 - a. Repeated level 3 of school policy
 - b. Stealing, possession, receiving, transfer or exchange of stolen property
 - c. Arson or attempted arson
 - d. Extortion and/or blackmail
 - e. Acts and/or threats of violence
 - f. Knowingly possessing, using, handling, transferring, intending to transfer, soliciting, or intending to solicit, transfer, firearms, knives, explosives or any object/substance that can reasonably be considered a weapon
 - g. Knowingly possessing, transferring, intending to transfer, intending to solicit, using or being under the influence of any drug (narcotic, hallucinogen, stimulant, intoxicant, “look-alike” drugs) including alcohol
 - h. Consumption of alcohol or use of drugs prior to appearance at school or a school related function
 - i. Possessing or transferring any drug paraphernalia
 - j. Any criminal acts as defined by State of Pennsylvania Crime Code
 - (a) Criminal Mischief (Act 17 of 1994 amending the Pennsylvania Crime Code) defacing public and private property with spray paint or indelible markers
 - (b) Damaging property intentionally, recklessly, or by negligence (fire, explosives, or other dangerous means); results in endangering a person or property or causes suffering pecuniary loss by deception or threat.
 - (c) Conviction of Criminal Mischief Offense will be sentenced to appropriate community service.

- k. Alarm activation under false pretenses.
- 2. Level 4 disciplinary interventions
 - a. Suspension
 - b. Placement in an alternative education program can result from a very serious infraction of school rules or from the repeated violation of school rules or policies
 - c. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
 - d. Expulsion: This is pursuant to School Board Policy #233, Suspension and Expulsion. In very serious circumstances, the principal may refer the matter to the Superintendent for an Administrative Hearing or to the Board of School Directors, so that the Board or its designee may determine whether exclusion from school for a period in excess of ten days or permanent expulsion is appropriate. In the event that the Superintendent or the Board of School Directors cannot hold a hearing within ten days of the offense, the student shall be placed in school pending the expulsion hearing, unless it is determined during an informal hearing that the student's presence in his/her classes would constitute a threat to the health, safety, morality or welfare of the other students. In this case, the student may be excluded from school for more than ten days pending the expulsion hearing, during which extended period he/she shall be provided with alternative education. In the event a student is expelled by action of the Superintendent or the Board of School Directors, the initial responsibility for providing the required education then shifts to the student's parent(s) or guardian(s) through placement in another school or through the State Department of Education. However, if the parent(s) or guardian(s) are unable to provide the required education they must, within thirty (30) days, submit to the School District written evidence stating that they are unable to provide for the student's education. The School District then has the responsibility to make some provision for the student's education.
 - e. Referral to GASD Police
- 3. Specific Discipline Actions
 - a. Student threatening a teacher: The student shall receive a ten-day suspension unless precluded by law under IDEA. Also, the police shall be contacted.

V. DRUG AND ALCOHOL POLICY: This is pursuant to School Board policy #227 (Controlled Substances/Paraphernalia). For purposes of this policy, "controlled substances" shall include: any volatile solvents or inhalants, such as, but not limited to, glue, and aerosol propellants; all controlled substances prohibited by federal and state law; all look-alike drugs; all alcoholic beverages; anabolic steroids; any drug paraphernalia, any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board Policy, and substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state and federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.

- A. FIRST OFFENSE: Possession, use or abuse of alcohol and other drugs, including "look-alike" drugs, drug paraphernalia, or other health endangering compounds. NOTE: This does not include prescription medication that is to be administered to students during school hours.
 - 1. Parent(s)/guardian(s) shall be immediately contacted by the building principal and the student shall be sent home or removed from school for medical attention if necessary. If the violation occurred off school property at a school sponsored activity, the parent(s)/guardian(s) will be immediately contacted by the building principal or the principal's designee. If the parent(s)/guardian(s) cannot be contacted, the decision to get medical attention for the student or to isolate the student shall be made by building administrators or their designee.
 - 2. The police department shall be notified by the Superintendent or their designee and the student shall be referred for appropriate action.
 - 3. If the student's parent(s) or guardian(s) are not available for an immediate informal hearing, the student will be suspended for a maximum of five (5) school days during which time an informal hearing will be scheduled. This informal hearing may take place before the end of the five (5) day suspension if all parties can find a mutually agreeable date.
 - 4. An informal hearing shall be held with the student, his/her parent(s) or guardian(s), local police department representative, school administrators, and any other person who, in the judgment of the administration, could make contributions to aid in determining a course of action. As a result of this meeting, the school district shall elect one or more of the following:
 - a. Refer the student for counseling from one or more of the following appropriate staff members: school psychologist, building counselor, student assistance team, nurse, or other appropriately trained staff members selected by the principal

- b. Require the student, under parental supervision, to obtain guidance or psychological counseling from an outside professional agency. Written confirmation of such contact shall be submitted within a prescribed time to the school administration. Failure to comply will result in further disciplinary action within the guidelines of this policy.
 - c. Full suspension for up to ten (10) school days
 - d. Referral to the Superintendent or the Board of School Directors for an administrative hearing or an expulsion hearing
 - e. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
 - f. Any other action determined to be appropriate by the circumstances presented
 - g. Police department notification for possible prosecution
 - B. SECOND OFFENSE: Possession, use or abuse of alcohol or other drugs, including “look-alike” drugs, drug paraphernalia, or other health endangering compounds or FIRST OFFENSE: Transfer or intent to transfer alcohol or other drugs including “look-alike” drugs, drug paraphernalia, or other health endangering compounds.
 - 1. Immediate ten (10) day suspension
 - 2. Informal hearing
 - 3. Referral to the Board of School Directors for an expulsion hearing
 - 4. Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted
 - C. Student voluntarily seeking help related to alcohol or other drugs: A student who voluntarily seeks help and is not under the immediate influence of, transferring, or in the possession of alcohol or other drugs, or other health endangering compounds within the school is not subject to the provisions of the building drug policy, but will be provided with all appropriate help that can be accessed by the district staff.
- VI. WEAPON POLICY: This is pursuant to School Board Policy #218.1
- A. Weapon 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.
 - B. Following all applicable state and federal 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 been in possession of a weapon onto any school property, school activity or conveyance used to transport children to school activities. (Guideline – Act 26 of 1995).
- VII. STUDENT RESPONSIBILITIES
- A. Students must abide by all school rules, regulations and procedures.
 - B. Regular school attendance
 - C. Conscientious effort in classroom work
 - D. No student has the right to interfere with the education of fellow students.
 - E. Disruptive Expression: students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual’s rights. The confederate flag will only be displayed within the classroom setting for educational purposes.
 - F. Student Attire/Dress Code: Based upon the October 8, 1998, 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. The district respects the rights of students to express themselves in word or symbol. The district also recognizes that such rights are not absolute and must be limited by the district’s responsibility to maintain an orderly school environment. 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.
 - 1. Any dress that is either immodest or disruptive is considered a disciplinary offense and shall be treated as such.
 - 2. At the secondary level, all shirts, blouses and dresses must have sleeves that cover shoulders and minimally the top of arms – no bare shoulders.
 - 3. Shirts and blouses must be worn so that they meet the lower garments under all circumstances — no bare midriffs or backs. Undergarments should not be visible.
 - 4. Clothes with holes above the knee must have a garment underneath or a patch ovetop to prevent skin above the knee from being exposed.
 - 5. All lower garments will be worn at the waist.
 - 6. The hem of all exterior garments must extend to at least the top of the knee when the student is standing with good posture. Garments may not touch the floor

7. Hats, caps, hoods, bandannas, berets, sweatbands, (excluding hair accessories), Heelys, spiked accessories, sunglasses, and watch, key or wallet chains may not be worn within any school district building.
 8. Obscene, sexually suggestive, drug/tobacco/alcohol related statements or pictures, statements or pictures that libel any specific person or persons or contain obscene, lewd, vulgar or profane images, language or innuendo; expresses a serious and unequivocal intent to cause harm; incites violence or mayhem, advocated the use of unlawful force or vigilante behavior or encourages the violation of law, board policy or school rules or that is otherwise likely to materially or substantially interfere with the educational process is not acceptable.
 9. Low cut tops that expose cleavage are not permitted.
 10. All special classroom or building functions requiring a change in dress standards will be approved by the building administration prior to the event.
 11. Corrective action **will may** include:
 - b. Student Violators will not be permitted to attend classes and will receive a documented warning. Students may be asked to change their clothing before returning to class.
 - c. Repeat violators who fail to comply with directives may face suspension due to insubordination and/or failure to comply with the district's dress standards.
 12. Students will be permitted to carry book bags to and from school, but will not be permitted to carry them during the school day.
- G. **To be fully eligible to participate in physical education class activities, students must wear the GASD Wellness uniform.** Uniforms (consisting of a t-shirt and athletic shorts) may be purchased at the Main Office, or other designated location, at a cost of \$12. Uniforms are available for purchase throughout the year.

In addition, students are expected to wear socks and sneakers. Students may wear sweatshirts and/or sweatpants over their wellness uniform when classes are held outside.

NO JEWELRY MAY BE WORN AT ANY TIME. THIS INCLUDES EARRINGS (no studs), NECKLACES, BRACELETS, WATCHES, OR OTHER PIERCINGS, ETC. Please keep this in mind when you are considering piercing. If a student is unable to participate due to wearing jewelry, it will adversely affect his/her grade.

- H. No petitions may be circulated, leaflets distributed, or posters displayed without prior administrative approval.
- I. Wellness Policy at GAMS – Because of safety concerns and medical issues, students are not permitted to use or possess any type of body spray in the locker room. This includes pump bottles and aerosol cans. We currently have students in our building with asthma, allergies, and other sensitivities that are exacerbated by the presence of these fragrances and irritants. Stick, roll-on deodorant, and face wash are acceptable hygiene products to use after wellness class.
 - A.
 - B. Any student who uses or possesses any spray product will be disciplined as follows:
 - 1st Offense: The product will be confiscated and may be picked up in the locker room at the end of the day.
 - 2nd Offense: The product will be confiscated and may be picked up in the locker room at the end of the day. Additionally, the student will be assigned lunch isolation.
 - 3rd Offense: The product will be confiscated and the student will be referred to an administrator for additional consequences. Additionally, the student's parent will be contacted to pick up the product in the main office.
 - F.
 - G. *If at any time the use of body spray injures another student, such as sprayed in the eyes, additional disciplinary measures may be utilized.

VIII. RULES, REGULATIONS AND PROCEDURES

- A. Application of Local and State Laws

All students shall obey all local, state, and federal civil and criminal law. Any violation of any local, state, or federal law shall be deemed to be in violation of the rules and regulations governing the conduct of students, and shall be punishable in addition to any prosecution by the appropriate authorities as per the disciplinary procedures set forth in this handbook. Some common examples of violations of state and local law are: gambling, theft, possession of stolen property, arson, attempted arson, forgery, extortion, blackmail, endangering the safety of another person and disorderly conduct.
- B. Searches: The district recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure. No pupil shall be searched without reason or in an unreasonable manner. Student lockers, desks and other storage areas owned/maintained by the Greencastle-Antrim School District are property of the Greencastle-

Antrim School District. Students are given the privilege of using them. Students shall have a limited expectation of privacy in the use of such district owned/maintained storage areas. The school authorities may search a student's locker or desk and seize any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community. Such materials may be used as evidence against the student in any disciplinary proceedings at 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 determine that there are exigent circumstances that could pose a threat to the health, welfare or safety of the school community, student lockers or desks may be searched without any prior warning. Searches of a student's person shall be subject to the standard of reasonable suspicion. The district recognizes that the more intrusive a search becomes, greater care must be given to protect a student's rights. Any such search shall require that the measures adopted are reasonably related to the objectives or search and are not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. (Board Policy #226)

1. Students, their clothing, book bags and other accessories may be searched should a school administrator have reasonable suspicion that the student is in possession of any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community
 2. 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.
 3. Persons who, after submitting to a search, are found not to be in possession of any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community are to be promptly excused and no further action is to be taken. A report of the incident shall be filed with the appropriate administrator for future reference, but shall not be retained for a period of more than one year from the date of the report.
- B. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or property.
- C. DELIVERIES FOR STUDENTS – Because learning and protecting a positive instructional environment is our primary concern, we strive to avoid interrupting class. Therefore, Office Staff are **only permitted to call students to the Office** areas at 7:30 am, 10:45 am., Lunch Period, or 2:20 pm, unless the delivery is for documented medical reasons.
- H. D. Bus Conduct
1. The Greencastle-Antrim School District 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 building administrators, Superintendent, school police officer, Security, Director of Transportation, and business manager. Improper bus behavior jeopardizes the safety of all passengers and drivers.
 2. The use of the school bus by students is a privilege, which, in some cases, may be denied to violators of the established rules subject to applicable State and Federal law. Students must obey all rules of conduct in the interests of common courtesy and safety. Behavior rules are as follows:
 - a. Follow instructions the first time they are given.
 - b. Sit down in your assigned seat and face the front of the bus. Talk quietly.
 - c. Listen to your bus driver
 - d. Do not eat or drink on the bus and no chewing gum
 - e. Keep all parts of your body and all objects inside the bus window and out of the aisle of the bus.
 - f. The use of all sprays/fragrances (perfume, body spray, hand sanitizer, lotions, and air fresheners) is prohibited on the school bus. The items must be kept in the book bag.
 - g. No swearing, loud talking, rude gestures or teasing
 - h. No pushing or fighting
 - i. Do not litter, write on or damage the bus in any way
 - j. No drugs, tobacco, alcohol or weapons are permitted on the bus
 - k. No live animals, fish, large objects or glass are permitted.
 - l. Any type of 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 (PDA's); any devices that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablets computers, electronic gaming systems, pagers, e-readers, and laser pointers etc. should be in a book bag at all times while on the bus. If the drivers have problems with any items brought on the bus they will confiscate the item/items

- and take it to the school office. Second warning, if accessories cause a problem they will not be allowed.
- m. Do not distract the driver through misbehavior in any way. The driver of each bus has the same authority as a teacher has in his/her classroom.
 - n. Do not throw objects on the bus.
 - o. At the bus stop- no horseplay. Students should stay back from the side of the road at least 10 feet. Students should respect the property of the landowner of the bus stop.
 - p. Wait until the bus is fully stopped to enter or exit the bus.
 - q. Pass in front 10 feet away from the bus, to remain visible to the driver at all times. Never walk behind the bus.
 - r. Never stop to pick up dropped items while crossing in front of the bus.
 - s. Be at the bus stop five minutes earlier than your scheduled time.
3. In cases of unsatisfactory conduct on any bus operated by or for the Greencastle-Antrim School District, the driver will abide by the following procedures:
 - a. Driver warns the student of the behavior.
 - b. Driver has a discussion with the student after all other students are off the bus to discuss behavior and plan of action to avoid further disciplinary action.
 - c. Student will be assigned a front seat. At this point the driver/bus contractor 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.
 - d. A bus referral will be written by the bus driver and turned into the Transportation Department, who will then forward the referral to the building administrator. Driver/bus contractor will again make a phone call to the parent/guardian. Building administrator will discuss the incident with the student and assign appropriate consequences.
 - e. Second bus referral will be sent to the Transportation Department, who will forward it to the building administrator, who will send a letter to the parent.
 - f. Third bus referral will be sent to the Transportation Department, who will forward it to the building administrator. Administrator will send a letter to the parents with possible suspension of bus riding privileges.
 - i. NOTE: Transportation on a district vehicle is a privilege and not a right.
 4. Severe clause: Severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers.
 - a. Stop bus and refuse to continue until disruption ends
 - b. Call the Transportation Department, who will notify the building administrator.
 - c. Bring bus back to school/may remove student from bus
 5. These standards of conduct must be met if we are to have efficient operations. Any act that is detrimental to the safe operation of the school bus or the safety of others will result in disciplinary action. Suspension of school bus privileges is not a valid reason for being absent from school.
 6. **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. This schedule must stay consistent for the sake of the student's safety.
 7. **Temporary Bus change:** The Temporary Bus Change Form must be turned in 48 hours in advance.
 - ii. The district will no longer 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 a childcare provider (grandparent), the parent will be responsible to pick their child up at the childcare provider. Temporary Changes for secondary students **will only** be accepted for the following reasons:
 - Parent work schedule change is for more than 5 consecutive days
 - Medical emergency situation
 If an emergency situation 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 situation.
 8. **Permanent Bus Change:** If you have moved to a new address or your child requires a permanent bus change for another reason, the parent/guardian will need to complete a "Permanent Bus Change Form" and turn it in to the Transportation Office. We require a 48 hour notice. As a reminder, for any change of address, the school building office has a change of address form that must be completed and signed by the parent/guardian.

*The bus change forms can be found on the district website under the "Parent" tab.

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.

IX. SCHOOL DAY

- A. The school day begins at 7:30 a.m. when students are to be seated within their homeroom. Students are tardy after 7:30 a.m.
- B. Bus students are dismissed at 2:24 p.m. Walkers are dismissed by announcement.
- C. Students are not permitted in the hallways until 7:20 a.m. when teachers are on duty.
- D. Students who arrive prior to 7:05 must report to the cafeteria.
- E. In the interest of student safety, we strongly recommend that students being dropped off for school be dropped off behind the Middle School at the sidewalk leading into the back of the building. This entrance is monitored by Staff beginning at 7:05 am.

X. ATTENDANCE (Board Policy #204)

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 to the attendance secretary. The written excuse must be turned in to 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. If a note is not provided within three (3) school days after the absence, the day(s) is recorded as an unlawful day.*

- A. Individuals are required by law to attend school until they are eighteen (18) years of age.
- B. Any student, 18 years of age or older, who is absent without an acceptable reason or who fails to return an acceptable note within three (3) days of their return to school, will be charged with an unexcused absence.
- C. Students who are unlawfully absent or unexcused do not have the privilege of making up missed school work.
- D. Acceptable reasons for absences/tardies include: illness, family emergencies, pre-arranged doctor or dentist appointments, pre-approved educational trip leave, death in the family, and for the purpose of attending court. Failure to provide a signed, written note for acceptable absences/tardies may result in an unlawful occurrence.
- E. 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 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. Students are required to complete all work missed during an educational trip. Students may request work two days prior to leaving for their trip.
- F. 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. Notes for dismissal should be brought to the reception window before homeroom. 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. Students will receive an absence depending on their dismissal time.

<u>Time of Dismissal</u>	<u>Absence</u>
Dismissed before 10:45	all day absence
Dismissed between 10:45 – 12:45	Half day absence
Dismissed after 12:45	No absence

- G. Tardiness to School: Students who are not seated in their homeroom by 7:30 a.m. must report to the office. A student's unexcused tardies for each semester will result in detention as follows:

<u>Tardies</u>	<u>Consequence</u>
1-2	Written warning
3-4	Student/administrator meeting
5	Parent contact
6+	Lunch isolation or In School Suspension

1. Students arriving after 10:45 a.m. will be recorded absent one-half day.
2. Unexcused tardy time is recorded. For accumulated time of three and one-quarter (3 1/4) hours, students may be charged with one-half day unlawful absence.

Arrival between 7:30 - 10:45	Tardy
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Arrival between 10:45 - 12:45	Half-day absence
Arrival after 12:45 pm	All day absence

H. 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. Refer to page 23 for a copy of the doctor's excuse form being used by Franklin County doctors.

Absences and/or Tardies from school	Consequence
10 % rate	Parent sent a letter of concern via first class mail.
15 % rate	Parent sent a letter via first class mail requiring notes from medical offices for all future absences and tardies. When no parent email is on file, the letter will be hand delivered to the student, who will sign for it.
20 % rate	Possible referral to the Truancy Prevention Program and/or Children and Youth Services of Franklin County

I. 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 unexcused/unlawful.

J. After three (3) 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	Letter sent home via first class mail
2	Letter sent via first class mail and discipline
3	Parent must set up a meeting to develop a Student Attendance Improvement Plan.
6 or more	Citation (possible parental penalties include: a fine up to \$300 per offense plus court costs; completion of a parenting education program; subsequent sentencing to the county jail for no more than five days; or, community service within the school district for no more than six months. Possible student penalties include: a fine up to \$300 per offense plus court costs; assignment to an adjudication alternative program; referral for services or adjudication as a dependant child; suspension or delay of driver's license for 90 days to six months; or, juvenile court proceedings), parent sent a certified notice stating that a citation is being processed, additional In School Suspension, and possible referral to the Truancy Prevention Program and/or Children and Youth Services of Franklin County.

K. Religious observances: All absences occasioned by the observances of the student's religion on a day approved by the Board as a religious holiday shall be excused.

L. Withdrawal - To withdraw from Greencastle-Antrim Middle School to move to another school, parents should notify the school office of these plans in advance of the withdrawal. On the day before, the student should report to the office to take care of necessary paperwork. Records will be sent after official notification from the new school.

District Attendance Policy

If a student is absent from school for any period of time, it is necessary for the parent/guardian to provide a written excuse. To continue communication between school and home, parents/guardians will receive notification of their child's absence that day and a reminder to send in an absence note upon his/her return. Even though a parent/guardian may have notified the school concerning an absence, a 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 will be reminded to do so.

If a note is not provided within three (3) school days after the absence, the day is recorded as an unlawful absence.

Legal absences include:

1. Illness or injury
2. Medical/dental appointments (A Franklin County Doctor's Excuse can be found on the district website.)
3. Death in the family
4. Pre-approved educational trips

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

Unlawful Absences

Number of Unlawful Absences	Consequences
1-2 (Concern)	Letter sent home
3-5 (Truancy)	Parent/Guardian contacted Student Attendance Improvement Conference Requested Student Attendance Improvement Plan initiated
6-8 (Habitual Truancy)	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.
10 or more (Chronic Truancy)	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 Tardy

Number of Absences and/or Tardy	Consequences
10% Absentee Rate	Parent/guardian sent a letter of concern
15% Absentee Rate (Excluding educational trip leave and absences already covered by notes from physicians)	Parent/guardian sent a notice requiring notes from medical offices for all future absences. 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.
20% Absentee Rate	Possible home visit, referral to a Truancy Prevention Program, and/or Children and Youth Services of Franklin County.

GAMS/GAHS

Time	Arrival Code	Dismissal Code
Beginning of school – 10:45 AM	Tardy	Full day Absence
10:45 AM – 12:45 PM	½ Day Absence	½ Day Absence
12:45 PM – End of Day	Full day absence	Early Dismissal

****Note:** The times listed above will vary for GAHS students who have partial day schedules such as earned senior privilege, internships, early to college, etc.

Tardy Consequences: (GAMS/GAHS)

- 1st = documented warning and first “free of punishment”
- 2nd = documented warning and second “free of punishment”
- 3rd = documented warning and conference with student
- 4th = lunch isolation and conference with student and parent/guardian
- 5th or more = in-school suspension and/or loss of parking privileges if applicable.

Student Attendance Eligibility Standards: (GAMS/GAHS)

- Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 AM or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day.
- If a student does not participate in a wellness class due to a physician’s excuse, then the student may not participate in an athletic practice or contest for the duration of the excuse.
- Any student placed on a doctor’s note requirement due to a poor attendance pattern may be reviewed for possible removal by the Building Administrator or Athletic Director.
- Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness.

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 and/or parent/guardian 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. 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 parent/guardian for those hours the child is in school, this rule shall be observed: children shall be released from school only to their parent/guardian or to persons authorized in writing by their parent/guardian.

Withdraw from School

To withdraw from Greencastle-Antrim School to move to another school, parent/guardian should notify the school office of these plans prior to the withdrawal. On the day before, the student should report to the office to take care of necessary paperwork. Student records will be sent after GASD receives official notification from the new school/district.

XI. GRADING SYSTEM

- A. Report cards are distributed to students every 9 weeks during the school year to inform parent(s) guardian(s) of the student's progress. The grading scale is as follows:

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

If a student is recommended for retention, parents will meet with the principal and make the final decision.

- B. Honor Roll (Determined by Grade Point Average)
- I. Distinguished Honor roll 4.0 G.P.A. (All A's)
 - J. Gold Honor Roll 3.50 - 3.99 G.P.A. (No D's or F's)
 - K. Blue Honor Roll 3.00 - 3.49 G.P.A. (No D's or F's)
- C. Make up work - Students absent from class for any reason are responsible for making up work as quickly as possible. Failure to follow procedures will result in a failing grade.
- 1. Classes that meet daily: For a one (1) or two (2) day illness the student should have the work completed the day after his/her return. For an extended illness (3 plus days), the student is to make individual arrangements with the teachers within five (5) school days after returning.

h.

XII. HOMEWORK

- A. Teachers will be assigning homework according to needs in their classes. Students are expected to complete homework on time.
- B. **Planner: All students have a planner. It is the student's responsibility to keep their planner current. At the parent's request, teachers may initial the planner; then it is the parent's responsibility to check the planner and see that the work is completed. Replacement planners will be available at a \$5 cost until the supply is exhausted.**
- C. Homework Assignment Requests: If a student has been absent three (3) consecutive school days, homework assignments may be obtained by calling 597-3226 ext. 20521 by 7:30 am to request work by 3:00 pm that same day. Otherwise, allow 24 hours for assignments to be collected.

XIII. HOMEBOUND INSTRUCTION

- A. Homebound instruction shall be available for students who are unable to attend school due to medical conditions for an extended period (beyond 10 school days).
- B. Application for homebound instruction shall be made to the building principal. The request will be supported by a physician's statement to the effect that the child is unable to attend school and that he/she would profit from homebound instruction. The school physician may be required to concur in such evaluations made by the family physician.

- C. Any student enrolled in an approved homebound instruction course shall be counted as present on attendance registers during this period.
- D. The normal time offered to students for homebound instruction shall not exceed five (5) hours per week unless approved by the Board of School Directors.
- E. Pennsylvania School Code requires parents to have their children reevaluated at least every three months to ensure that the student still requires homebound instruction. The goal of the parent, student, doctor, and district should be to get the student rehabilitated and back in school.

A.

B. XIV. 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 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 Kindergarten and at teacher request. Level III screening at the middle school includes the completion of the Pre-Referral Packet by the school team which includes the teachers currently instructing the student and guidance counselor. This packet is sent to the appropriate Assistant Principal for review, then forwarded to the Special Education Office. After review and a possible meeting with parents and school team, a decision is made to either move forward to an evaluation or to continue with interventions in the regular education classroom.

i. XV. SPECIAL EDUCATION

- A. In accordance with applicable state and federal law, eligible students have the right to a free and appropriate public education designed to provide a meaningful educational benefit. In the least restrictive environment. The term “exceptional” includes children with physical, emotional or mental disorders.
- B. 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) intellectually disabled, (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.
- C. ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES – see page 24

XVI. PROTECTED HANDICAPPED STUDENTS

- A. The Greencastle-Antrim School District will provide to each protected handicapped student those related services or accommodations which are necessary 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.
- B. 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. (Board Policy #113)

XVII. GIFTED EDUCATION

- A. Gifted education is provided to students who are determined to meet the definition of mentally gifted under Chapter 16 of the public school code and require specially designed instruction not ordinarily provided in the regular education program. A student must meet specific criteria as set forth under Chapter 16 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 or when multiple criteria indicate gifted ability.
- B. If an individual chooses to request the Greencastle-Antrim School District initiate screening or evaluation activities 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. (Board Policy #113)

XVIII. ENGLISH AS A SECOND LANGUAGE LANGUAGE (ESL) SERVICES

English Language Development (ELD) is provided for students who are English Language Learners (EL) and whose families speak languages other than English. Students are identified and screened for ESL services upon entrance in the district. ESL services are provided for all grade levels and language proficiency levels.

XIX. GUIDANCE SERVICE

- A. The guidance program at the Greencastle-Antrim Middle School offers counseling services to all students in grades 6, 7, and 8. Students are helped with personal, social, emotional, academic and scheduling problems. The counselor may refer students to other specialists in the school system or in private and public agencies.
- B. The program is designed to assist every student develop self understanding and a feeling of self worth, acquire the knowledge, skills and attitudes necessary for successful personal and family living, and to obtain the essential attributes necessary to become a self supporting member of society.
- C. Student Records
 - 1. 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.
 - 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 achievement testing and 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. If a student is transferring out of the Greencastle-Antrim School District, the parent or guardian shall have the privilege of inspecting the records before they are transferred to the new district.
 - 4. Upon the graduation or withdrawal of a student from the Greencastle-Antrim School District, his or her Category A records will be placed in a permanent file and the Category B records will be destroyed.

XX. STUDENT ASSISTANCE PROGRAM

The Student Assistant Team is composed of administrators, guidance counselors, the school nurse and classroom teachers. Team members are trained to identify and refer students having school related problems, especially in the high-risk areas of alcohol and other drug use; suicidal intentions and other signs of mental illness. Parents, staff and other students can refer students to the S.A.P. team. Student support groups are functions of the counseling services and student assessments are handled by an outside county agency as needed.

XXI. CHILD CUSTODY

The central concern of the school district is the education of students. 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.

XXII. STUDENT COUNCIL ORGANIZATION

- A. Greencastle-Antrim Middle School provides for student representation in a student government. Student Council organizes student activities in cooperation with the administration.
- B. Student Council and PTO Activity Rules
 - 1. It is the responsibility of each middle school student to exhibit good behavior and common sense at our middle school activities.
 - 2. Only eligible middle school students may attend Student Council activities.
 - 3. Students who are absent the day of an activity WILL NOT be permitted to attend unless approved by the principal.
 - 4. Students leaving a dance or activity may not return.
- C. Parents are requested to be at the school promptly to pick up students at the end of a dance or other activity. Students not picked up within 30 minutes after any activity will not attend the next activity.

XXIII. MISCELLANEOUS

- A. Books and Supplies: Textbooks are supplied by the school, but it is the student's responsibility to care for them. Damaged or lost books will be paid for by the student based on the original cost of the book and its condition when issued to the student.
- B. Debts: Students are expected to assume all financial obligations due to loss of books and equipment, library fines, project fees, activities fees, and fund raising money. If obligations are not met, students may be subject to detentions or restrictions. After sufficient time and warning, debts may be referred to the local magistrate's office for collection.
- C. Locker Rights and Purpose: All students are provided the lock combination for the safekeeping of personal items. Students should clean and organize their lockers regularly. Since lockers are the property of the school district, school personnel have the right to search lockers if a reasonable cause develops.
- D. School Visitations: ALL VISITORS MUST REPORT TO THE RECEPTION WINDOW UPON ARRIVAL. Parent(s)/guardian(s) are welcome at all times but must report to the reception window.
- E. Solicitation: Students may not sell products without administrative approval.
- F. Video-taping/photography/interviewing: Videotaping, still photography, or interviewing is also used for public relations or keepsake purposes and could include identifying students by name. Parents who do not wish to have their child(ren) videographed, photographed, or interviewed for public relations purposes (newspapers/TV/district website, etc.) must notify the building principal in writing. This notification will then be entered into Power School for tracking purposes.
- G. Girls will be required to rent locks for locker room use from their physical education teacher. The rental fee will be \$6.00. This \$6.00 fee will be returned to the students when the lock is turned in at the end of the year. No outside locks will be permitted for use in the locker room. Locks for the boys are built into the lockers in the boys locker room.
- H. A \$20.00 charge will be assessed on all bounced checks.
- I. All medical notes should be returned to the main office for copying and distribution, when appropriate, to
 - 1. Student attendance file
 - 2. School Nurse
 - 3. Wellness Teacher
 - 4. Athletic Director

XXIV. STUDENT ACCIDENT/DENTAL INSURANCE

- A. Hospital, medical, and dental insurance for students is the responsibility of the parents.
- B. Student insurance is available for accidents which may occur to students **in the course of attendance at while attending** school or student participation in extracurricular programs of the school. Parents are not obligated to purchase it.
- C. No student shall be permitted to take part in interscholastic athletics or practice for interscholastic athletics unless he/she has insurance covering accidental injury. Such insurance may be made available to the parents through the school, or the parents may submit evidence that such insurance has been provided through another source

- D. The district provides, at its expense, a basic insurance program covering losses due to injury for participants in interscholastic sports contests or for practices for such contests.
- E. Prior to the beginning of each school year, the Superintendent shall recommend insurance coverage requirements and possible carriers or brokers to the Board for their approval. Insurance coverage shall be available to pupils during summer months if practice for interscholastic sports is conducted.

XXV. LUNCH RULES

- A. Students entering the cafeteria must place books, etc. on the shelves next to the entry doors.
- B. Seats may not be saved. A seat is only reserved when a student is seated with his/her lunch. Students may not change seats or roam to other tables once seated to eat.
- C. All food must be consumed at the table. Students should use good table manners. No open food, beverages or snacks may be taken from the cafeteria. Any food item taken should be stored in the student's locker.
- D. Trays are to be taken to the dishwashing room when the door is opened. Paper, etc. is to be placed in the trash receptacles.
- E. Students must have permission to leave the cafeteria. Student must sign in and out in the logbook with permission for the nurse, lavatories, bookstore and telephone.
- F. Students are responsible for keeping the cafeteria free of litter and keeping their tables clean, both on top and on the floor.
- G. Talking in low tones is acceptable. Students should not be going from table to table to socialize.
- H. Students must be quiet at the end of lunch for announcements and dismissal.
- I. Students must walk to and from the cafeteria as well as within the cafeteria. Students may not "cut" in the cafeteria line.
- J. Students not following the rules may be placed in lunch isolation, removed from the cafeteria or referred to the office.
- K. Student respect of cafeteria staff and all other personnel assisting with lunch operations is mandatory.

XXVI. BAND/CHORUS ELECTIVE POLICY

Prior to the first day of school, students may schedule band or chorus. Because band and chorus earn academic credits and are graded courses, any schedule change after the school year begins requires the following process to be followed:

- To ADD band and/or chorus, a student must complete an "Add Form" and receive administrative approval for adding the course.
- To DROP band and/or chorus, a student must complete a "Drop Form" receive administrative approval and may result in a failing grade for the year.

XXVII. INTRAMURAL AND INTERSCHOLASTIC SPORTS

At the middle school, intramurals are offered to all grade levels. Interscholastic sports are offered at the 7th and 8th grade in football, field hockey, basketball, track & field, volleyball, wrestling, cheerleading and cross-country.

ATHLETIC, EXTRA-CURRICULAR & CO-CURRICULAR ELIGIBILITY

- A. Student Academic Eligibility Standards:
 - 5. **WEEKLY ELIGIBILITY STANDARDS:** Student CUMULATIVE GRADES are to be checked weekly by coaches, advisors, directors, etc.
 - a. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance the next week of ineligibility. Middle School students receiving an unsatisfactory rating in any two (2) or more major subjects or any three (3) or more subjects will be declared ineligible for competition or performance the next week. A major subject is defined as any course that is scheduled to meet on a daily basis for the entire year.
 - b. The next week of ineligibility is defined as Monday through Sunday of the following week. Students will be permitted to practice during weekly ineligibility.
 - c. Ineligible students are not permitted to attend contests during their week of ineligibility.
 - 6. **MARKING PERIOD ELIGIBILITY STANDARDS:** Student MARKING PERIOD GRADES are to be checked by coaches, advisors, directors, etc. the day grades are issued. Student Marking Period Ineligibility begins the day grades are issued.
 - a. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance. Middle School students receiving an unsatisfactory rating in any two (2) or more major subjects or any three (3) or more subjects will be declared ineligible for competition or performance.

- b. Students are NOT permitted to practice, perform, or compete during marking period ineligibility except as defined in section “b” under Activity Reinstatement.
 - c. High School semester grades shall be used for the determination of eligibility for the next semester/school year.
 - d. Middle School final grades shall be used for the determination of eligibility for the next school year.
 - 7. **ACTIVITY REINSTATEMENT:** a student may regain his/her eligibility by:
 - a. Students placed on Weekly Ineligibility shall be permitted to begin competing or performing on the Monday following their week of ineligibility, providing students meet weekly eligibility requirements.
 - b. Students placed on Marking Period Ineligibility shall be permitted to begin to practice on the sixth day and perform or compete on the eleventh day providing students meet weekly eligibility requirements
 - c. Students placed on semester (HS)/yearly (MS) ineligibility will be allowed to practice but will not be allowed to compete for 10 school days of the following semester/year.
- B. **Student Attendance Eligibility Standards**
 - 1. Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 a.m. or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day
 - 2. Any student placed on a doctor’s note requirement due to a poor attendance pattern will be reviewed for possible removal by the Building Administrator or Athletic Director.
 - 3. Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness
- C. **Disciplinary Ineligibility**
Any student that is a chronic disciplinary problem may be declared ineligible at the discretion of the Building Administrator or Athletic Director with the support of the building Principal.
- D. **General Rules and Regulations:**
 - 1. It is your responsibility to know and abide by the rules and regulations of your particular activity.
 - 2. You represent your school, community and family in the extra/co-curricular domain. You are expected to display proper sportsmanship/showmanship and to be courteous to officials, opponents, team/squad members and spectators.
 - 3. All participants must maintain grade eligibility according to the latest school policy.
 - 4. All participants are subject to the Greencastle-Antrim Code of Conduct rules and regulations.
 - 5. Academic work is primary; team practices and performances/competitions are secondary.
 - 6. All participants are expected to be on time and present on the school day prior to, the day of and the day following all events. Failure to attend a practice/game may result in disciplinary action, which may include dismissal from a team.
 - 7. Students are responsible for the care and timely return of all uniforms and equipment issued by the school district. Students not returning items will be billed at the replacement cost of those items.
 - 8. If you are suspended, you will not be permitted to practice or attend an event during the assigned dates.
 - 9. Any participant using or possessing tobacco (any form), vaping devices and/or vaping products, and any drugs including alcoholic beverages, on school property or at any school function will be dismissed from their current activity membership involvement.
 - 10. Any participant involved in inappropriate activities including but not limited to hazing in or out of school, individually or with his/her group or team, may be subject to suspension and/or dismissal from the team.
 - 11. Transportation is furnished by the district. All participants must travel with the team/group unless the participant’s parents personally request that their son/daughter travel with them.
 - 12. Group/team participants and assisting personnel are expected to wear dress slacks, skirts, coats or sweaters and dress shirts, tie (optional), no jeans, T-shirts, or sweatshirts, etc., to away events where they dress at the visitor’s/host school.
 - 13. Any student receiving an unsportsmanlike conduct foul, red card, technical foul, or ejection from a contest due to unsportsmanlike conduct, may be subject to league punishment as well as: First offense may result in a conference with the Athletic Director and possible disciplinary action; second offense may result in an automatic suspension from the team; and third offense may result in a review by the Athletic Director for possible removal from the team.
 - 14. Any participant who is dismissed from a team, squad or group is not permitted to attend any event or performance of that group for the remainder of the season.

15. Each participant is responsible to pay the assessed, non-refundable, activity fee prior to the first day of competition or the student may be ineligible to practice, perform or compete.
16. School-issued uniforms and equipment may only be worn on days of interscholastic contests.
17. Middle School student-athletes, during the time from dismissal until practice begins, must be in the athletic study hall. If a practice/contest begins more than 15 minutes after the ending time of athletic study hall, the student-athlete must vacate school grounds. Student-athletes not in conformance with this policy may be suspended from his/her team.
18. If a student does not participate in a wellness class due to a physician's excuse, then the student may not participate in an athletic practice or contest for the duration of the physician's excuse.
19. Practice attire should be no less revealing than the school-issued uniform. In the event of extreme heat conditions, practice attire may be modified as deemed appropriate by the head coach and with the support of the Athletic Director. Please note: undergarments are not appropriate practice attire.

E. Roster Selection Criteria

Participation with a school district sponsored P.I.A.A. athletic program is a privilege. All students planning to participate will be required to have a PIAA comprehensive physical examination completed prior to engaging in any try-outs or practices. Evaluation of potential student-athletes is at the discretion of the coaching staff.

All athletic programs, which implement a try-out and cutting process, are required to utilize a written evaluation rubric for each individual involved. All evaluation rubrics will include an attendance and academic portion within the rating system. The rating system used will be as follows:

j. School Attendance – Unlawful or unexcused absences and/or tardies

-5 (16+ days) -4 (11-15 days) -2.5 (6-10 days) -1.5 (3-5 days) -0 (0-2 days)

A. Grade Point Average – based on 4.0 scale

+1 (2.0 - 2.9) +2 (3.1-3.0) +3 (3.4-3.2) +4 (3.7-3.5) +5 (4.0-3.8)

For a fall season program, the preceding semester grades and attendance will be utilized. For winter and spring seasons, the current school year attendance records and GPAs will be used.

P.I.A.A. attendance and academic eligibility requirements will still be adhered to and implemented as needed.

XXVIII. NURSING SERVICES (Board Policy #210)

- A. Medication Policy: A parent/guardian or a responsible adult designated by the parent/guardian should deliver medication to the school. Medications include any physician-prescribed medication, over-the-counter medication, short term medications, vitamins, or herbs. Medication must be in the original container with instructions clearly noted. A Medication Authorization Form signed by health care provider and parent must be completed. This form is found on the school website under menu, department, health services.
- B. 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 permitted to participate in the field trip.
- C. Physicals: All 6th graders and 11th graders must have a physical on file in the Nurse's office. An 11th grade physical is a requirement to graduate. Physicals can be accepted if completed during the previous school year. This form is found on the school website under parent tab, forms.
- D. Screening: Height, weight, and vision screenings are conducted yearly. Hearing screenings are conducted in 7th and 11th grade. Scoliosis screenings are conducted in 6th and 7th grades. Parents are notified of any abnormal findings.
- E. Dental: All 7th graders are required to have a dental exam. This form is found on the school website under parent tab, forms.
- F. Immunizations: A meningococcal vaccine and a Tetanus vaccine, or a vaccine exemption, are needed before entry to 7th grade. See the school website under health services for further details.

- G. 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 the CareDox or demographic forms. Students must have completed CareDox and demographic forms to be able to attend fields trips.

XXIX. INTERNET POLICY

The following Acceptable Use Policy, is an abridged version of 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.

1) 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 Board Policy #815.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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.

8) 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.

9) 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.

XXX. McKinney Vento ACT – Education Rights of Homeless Children and Youth

The Greencastle-Antrim School District encourages children and youth who are **homeless** experiencing homelessness 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, supervisor of Student Services 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 homeless; including but not limited to,** 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 Rights of Homeless Children?

Our schools provide equal access to all students regardless of 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 of 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.

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

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

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, 66 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 717-263-8281 Janilyn.elias@casdonline.org	Ms. Ginger Thompson Greencastle-Antrim School District 500 E. Leitersburg St., Greencastle, PA 17225 717-567-3226, x30517 gthompson@gcasd.org
Ms. Michelle Bennett Juscarora Area School District 4773 Ft. Loudon Road, Middletown, PA 17236 717-528-3127, x2705 Michelle.Bennett@tus.k12.pa.us	Ms. Peggy Grider Shippensburg Area School District 317 North Morris Street, Shippensburg, PA 17257 717-520-2700, x1041 Peggy.Grider@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.

**GREENCASTLE-ANTRIM
HIGH SCHOOL**

***STUDENT CODE OF CONDUCT
Proposed for 2023-2024***

300 South Ridge Avenue
Greencastle, PA 17225
717-597-3226
FAX 717-597-2912

Edward Rife
Executive Director for Secondary Education

Michael McManus
Principal

Christine Reiber
Assistant Principal

Brett Kagarise
Assistant Principal

Daniel Barrett & Sara Richardson
Counselors

Vicki Ritchey
Athletic Director ~ Ext 10560

Travis Blubaugh
Director of Transportation ~ Ext 50507

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REMOVE

CHANGE/ADD

INTRODUCTION

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

In an attempt to define the expectations held for our students, a committee of teachers, administrators, school board members, parents and students has prepared a document entitled "Student Code of Conduct." The purpose of the Greencastle-Antrim High School Student Code of Conduct is designed to create a safe environment where students are provided learning opportunities. Students in the Greencastle-Antrim High School are expected to maintain a high level of respectful behavior. 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. A listing of students' rights and responsibilities shall be included in the Code of Conduct, which shall be distributed annually to students and parents. {Policy #235} 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, Security, Director of Transportation, and business manager.

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) 597-3226. For information regarding services, activities and facilities that are accessible and usable by handicapped persons, please also contact the Superintendent's Office. {Policy #103}

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.

ENFORCEMENT PERIOD

The rules, regulations and procedures for the Greencastle-Antrim High School found 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.

OLWEUS BULLYING PREVENTION PROGRAM

The Greencastle-Antrim High School has implemented the Olweus Bullying Prevention Program in attempt to stop bullying and harassment in our school. As part of the Olweus Bullying Prevention Program we will adhere to the following rules:

1. We will not bully/harass others.
2. We will help students who are bullied/harassed.
3. We will include students who are left out.
4. If we know that somebody is being bullied/harassed, we will tell an adult at school and an adult at home.

DRESS CODE POLICY

The Board of School Directors has dictated that dress standards be defined and strictly enforced. The district respects the right of students to express themselves in word or symbol. The district also recognizes that such right is not absolute and must be limited by the district's responsibility to maintain an orderly school environment. Students are asked to dress in an appropriate manner using the items listed below as a minimum guide. The interpretation of appropriate school attire and subsequent discipline decisions regarding dress rests with the faculty and administration. Their decision is final.

1. Any dress that is either immodest or disruptive is considered a disciplinary offense and shall be treated as such.
2. At the secondary level, all shirts, blouses and dresses must have sleeves that cover shoulders and minimally the top of the arms – no bare shoulders.
3. Shirts and blouses must be worn so that they meet the lower garments under all circumstances – no bare midriffs or backs.
4. Clothes with holes above the knee must have a garment underneath, or a patch overtop, to prevent skin above the knee from being exposed.
5. All lower garments will be worn at the waist.
6. The hem of all exterior garments must extend to at least the top of the knee when the student is standing with good posture. Garments may not touch the floor.

7. Hats, caps, hoods, bandannas, berets, sweatbands (excluding hair accessories), Heelys, spiked accessories, sunglasses, and watch, key or wallet chains may not be worn within any school district building.
8. Obscene, sexually suggestive, drug/tobacco/alcohol related statements or pictures or statements or pictures that libel any specific person or persons, contains obscene, lewd, vulgar, or profane images, language, or innuendo; expresses a serious and unequivocal intent to cause harm; incites violence or mayhem, advocates the use of unlawful force or vigilante behavior, or encourages the violation of law, board policy, or school rules; or that is otherwise likely to materially or substantially interfere with the educational process is not acceptable.
9. The necklines of garments must be modest, and no cleavage shall be showing.
10. Undergarments should not be visible.
11. All special classroom or building celebrations requiring a change in dress standards will be approved by the building administration prior to the event.
12. Corrective action will include:
 - a. Student violators will not be permitted to attend class and will receive a documented warning. Students may be asked to change their clothing before returning to class.
 - b. Any additional offenses may result in suspension because of the student's repeated failure to comply with the district's dress standards (insubordination).

Note: Student violators will not be permitted to attend classes. Offenders who fail to comply with directives may face suspension due to insubordination and/or failure to comply with the district's dress standards.

ELECTRONIC DEVICE POLICY

- Electronic equipment: cell phone or any other personal electronic device are to be turned off and placed out of sight from 7:35 AM until dismissal. (Permission to use any electronic equipment can only be given by a teacher or administrator.) {Policy #237}
 1. **First (1) offense**—confiscation of the device and one day of in-school suspension (unauthorized device may be picked-up in the Main Office at the end of the day)
 2. **Two or more (2+) offenses**—confiscation of the device and one days of in-school suspension (unauthorized device will be returned to a parent or guardian only)

Students will also be required to turn in their device to the office of Student Services prior to the start of each school day for six weeks. Failure to comply with this policy will result in additional days of in-school suspension and the student's phone will be kept in the Main Office for the remainder of the school year.

The School Board prohibits the use of electronic devices to take photographs or to record audio or video at any time during the school day or any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes. Electronic devices shall include 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 radio or video; personal digital assistants (PDA's); any devices that can provide a connection to the internet via wired or wireless connectivity; laptops and tablets computers, electronic gaming systems, e-readers, and laser pointers.

DRIVING, TRAFFIC & PARKING REGULATIONS

School officials urge parents to discourage students driving to school. Riding the school buses reduces traffic on campus at the start and end of the school day. School parking regulations must be respected by those who find driving necessary; failure to comply will result in the immediate withdrawal of driving and parking privileges. Students are not permitted to have vehicles on school property without proper registration and pre-

approval. A limited number of student parking permits may be available from Student Services at the direction of the High School Administration. Driving and parking on school property are not absolute rights, but privileges that will be revoked if abused. Rules and regulations have been adopted by the Greencastle-Antrim School District in cooperation with the Greencastle Borough Council and the Greencastle Police Department. The established rules and regulations are designed to provide for the maximum safety and well-being of all persons of the community and students assigned to attend these schools.

- Students must have a valid, school-issued parking permit.
- Students must obtain an application and are expected to adhere to the parking regulations indicated on the application.
- All drivers must obey posted traffic patterns and speed limit signs.

NOTE: Offenses may result in a warning, suspension or revocation of driving privileges and/or referral for administrative action.

EXAMPLES OF OFFENSES

Provided below are **EXAMPLES of MINOR OFFENSES**:

- failure to return school property/forms
- use of another student's planner
- tardy to class
- being in the hallway without a pass
- walkers or drivers leaving at the bus bell
- excessive noise in the hallways
- running or horseplay in the halls
- littering
- open food or beverages; or, consumption beyond the cafeteria (only plain water in a clear plastic container, with lid, is allowed in classrooms).
- inappropriate social behavior
- other behaviors that may interfere with the normal operation of any school activity

Provided below are **EXAMPLES OF SERIOUS OFFENSES**:

(Any of these offenses could possibly result in suspension)

- repeated minor offenses
- insubordination
- forgery

- academic dishonesty – The use of another person’s thoughts, writing or work in an inappropriate manner. This includes, but is not limited to, plagiarism, cheating, talking/texting during a test, copying another students’ work with or without consent, using written answers prepared before a test, sharing test answers with another student, or changing answers on work being corrected without the teacher’s permission.
- lying/dishonesty
- contract violations
- incomplete grades (I) on report card – Students must complete all missing work within the first three weeks of the next marking period, or the student will earn an “F” for that marking period.
- cutting class or leaving property
- posting of unapproved materials
- computer/internet violation
- playing cards
- throwing objects
- vandalism
- water balloons/water guns
- possession of laser pens
- other unsafe behaviors
- open displays of affection
- obscenities and/or obscene gestures directed to other students (use of indirect or direct obscene language or gestures may result in a disorderly conduct citation)
- students shall avoid inaccuracies and indecent or obscene language in student newspapers, yearbooks, publications, television, public broadcast announcements, class assignments or other medium
- 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, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

- 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

Note: All incidents of bullying will be considered a suspendable offense and result in a referral being made to the School Counselor and/or the Student Assistance Program.

- other behaviors that disrupt the educational process and requires the intervention of an administrator

Provided below are examples of **MOST SERIOUS OFFENSES:**

(Any of these offenses will result in suspension and possible administrative/board hearing)

- theft
- fighting will result in a minimum 3-day suspension for the 1st offense; police contact will be made in cases involving personal injury, or property damage or when a student fails to cease and desist when instructed.
- Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco products, including electronic cigarettes or any nicotine and nicotine delivery products may result in the processing of a citation through the District Magistrate's Office.
- In addition, the 1st offense is a 3-day suspension. The second offense results in a 5-day suspension and possible recommendation for expulsion. {Policy #222}
- Intimidation
- alarm activation under false pretenses
- obscenities/profanity directed at faculty/staff
- gambling
- immorality/immoral behavior
- possession of pornographic materials
- arson
- vandalism
- extortion
- blackmail
- indecent exposure
- obstruction of justice

- harassment: consists of verbal, written, graphic or physical conduct relating to an individual's race, color, ethnicity, or nationality
- hazing as defined as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. If the potential to endanger is present, it does not matter whether the participant is willing or not.
- sexual harassment: Consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
 - a) Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
 - b) Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 - c) Such conduct deprives a student of educational aid, benefits, services, or treatment.
 - d) Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. {Policy #248}
- disruptive expression - Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights. {Policy #220}
- indecent assault is defined as touching any intimate area of another person without consent or by force
- weapons (possession, transfer, intent to transfer or intent to solicit) 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; following all applicable state and federal 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 been in possession of a weapon on any school property, school activity or conveyance used to transport children to school activities. {Policy #218.1} In addition, a referral will be made to

the Superintendent, the local law enforcement agency, and the Student Assistance Team.

- drugs shall mean: controlled substances; any volatile solvents or inhalants, such as, but not limited to, glue, and aerosol propellants; all dangerous controlled substances prohibited by law; all look-alike drugs; all alcoholic beverages; anabolic steroids; any drug paraphernalia; and any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board Policy #227 (possession, use, consumption prior to appearance at school or a school-related function, transfer or intent to transfer) will result in an immediate 10-day out-of-school suspension, informal hearing, referral to the Board of School Directors with a recommendation for an expulsion, referral to the local law enforcement agency, and referral to the Student Assistance Team and will require the student under parent supervision to obtain psychological counseling from an outside professional agency with written confirmation of such contact being submitted to the administration at a prescribed time.
- Administrative referral to IN DEPTH (Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health) program.

NOTE: Students voluntarily seeking help related to drugs when not under the immediate influence or in possession of paraphernalia or substances will not be subject to punishment but will be provided with all appropriate help that can be accessed by the district.

- threats toward faculty, staff or other students will 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 it may be required 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
- other behaviors that may seriously threaten the health, safety, and welfare of others requiring administrative action

TRANSPORTATION

The Greencastle-Antrim School District buses are equipped with video/audio cameras. The cameras (audio and video) are installed for the students' 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.

STANDARDS OF CONDUCT FOR BUS RIDERS

The use of the school bus by students is a privilege, which in some cases may be denied to violators of the established rules subject to applicable state and federal law. The school bus is an extension of the classroom, and the driver has the authority of a teacher in the classroom. Students must obey all rules of conduct in the interests of common courtesy and safety.

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 and no chewing gum.
6. The use of all sprays/fragrances (perfume, body spray, hand sanitizer, lotions, and air fresheners) is prohibited on the school bus. These items must be kept in the book bag.
7. Keep all parts of your body – and all objects – inside the bus windows and out of the aisle.
8. No swearing, loud talking, rude gestures or teasing.
9. No pushing or fighting.
10. Do not litter, write on, or damage the bus in any way.
11. No drugs, tobacco, alcohol, or weapons are permitted on the bus.
12. No live animals, fish, large objects, or glass are permitted.
13. Any type of electronic devices, laser pointers, toys, balloons, balls, bats, etc. must be in a book bag at all times while on the bus. If the drivers have problems with any items brought on the bus, they will confiscate the item(s) and take it the school office. Electronic devices shall include 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 radio or video; personal digital assistants (PDA's); any devices that can provide a connection to

the internet (whether wireless, wired, 3G or 4G); laptops and tablets computers, electronic gaming systems, pagers, e-readers and laser pointers.

If there is a second offense, the item(s) will not be allowed back on the bus.

14. Do not distract the driver through misbehavior in any way.
15. Do not throw objects on the bus.
16. At the bus stop—no horseplay. Wait until the bus is fully stopped to enter or exit the bus. Students should stay back from the side of the road at least 10 feet. Students should respect the property of the landowner of the bus stop.
17. Pass in front, 10 feet away from the bus, to always remain visible to the driver.
18. Never stop to pick up dropped items while crossing in front of the bus.
19. Be at the bus stop five minutes earlier than your scheduled time.

TRANSPORTATION DISCIPLINE

In cases of unsatisfactory conduct on any bus operated by or for the Greencastle-Antrim School District, the driver will abide by the following procedures:

- a. Driver warns the student of the behavior.
- b. Driver has a discussion with the student after all other students are off the bus to discuss behavior and plan of action to avoid further disciplinary action.
- c. Student assigned a front seat. At this point the driver/bus contractor 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.
- d. A bus referral will be written by the bus driver and turned into the Transportation Department, who will then forward the referral to the building administrator. Driver/bus contractor will again make a phone call to the parent/guardian. Building administrator will discuss incident with the student and assign appropriate consequences.
- e. Second bus referral will be sent to the Transportation Department, who will forward to the building administrator, who will send a letter to the parent.

- f. Third bus referral will be sent to the Transportation Department, who will forward it to the building administrator. Administrator will send a letter to the parents with possible suspension of bus riding privileges.

NOTE: Transportation on a district vehicle is a privilege and not a right.

SEVERE CLAUSE: Severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers.

1. Stop bus and refuse to continue until disruption ends.
2. Call Transportation Department, who will notify building administrator.
3. Bring bus back to school—may remove student from bus.

TRANSPORTATION POLICY

The district will 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 a childcare provider (grandparent), the parent will be responsible to pick their child up at the childcare provider. Temporary changes for secondary students **will only** be accepted for the following reasons:

- Parent work schedule change is for more than 5 consecutive days
- Medical emergency situation

Permanent Bus Change: If you have moved to a new address or your child requires a permanent bus change for another reason, the parent/guardian will need to complete a “Permanent Bus Change Form” and turn it in to the Transportation Office. We require 48-hour notice. As a reminder, for any change of address, the school building office has a change of address form that must be completed and signed by the parent/guardian.

*The bus change forms can be found on the district website under the transportation department.

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.

CAFETERIA RULES

1. Students must get to the cafeteria on time. Arriving late is same as being late to class.
2. Cafeteria and snack bar food will be permitted only in the eating area of the cafeteria.
3. Restrooms by the snack bar are available by getting a key from the monitor.
4. The cafeteria monitors will not issue passes. Students may not leave the cafeteria unless a pass has previously been obtained from a teacher.
5. No standing in the hallway outside the snack bar bathrooms. No standing or sitting on the steps. No standing in the gym hallway or the hallway going to the band room.
6. Moving ahead of other students in line and/or saving spots for other students is prohibited.

SEARCHES

The District recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure. No pupil shall be searched without reason or in an unreasonable manner. Student lockers, desks, and other storage areas owned/maintained by the Greencastle-Antrim School District are the property of the District. Students are given the privilege of using them. Students shall have a limited expectation of privacy in the use of such District owned/maintained storage areas. Student lockers may be searched randomly without the individual student present. Students should not expect privacy regarding items placed in school lockers due to random, periodic, or sweeping searches by school officials. In addition, students, their clothing, book bags, vehicles and other accessories may be searched should a school administrator have reasonable suspicion that the student is in possession of any material that is prohibited by law, District policy, or school rules/regulations, or that constitutes a threat to the health, safety, or welfare of the school community. The school authorities may search for and seize any illegal materials. Such materials may be used as evidence against the student in any disciplinary proceeding at school. Students will be notified and given the opportunity to be present during searches unless school authorities determine that these are exigent circumstances which could pose a threat to the health, welfare, or safety of the school community. Searches of a student's person shall be subject to

the standard of reasonable suspicion. The District recognizes that the more intrusive a search becomes; greater care must be given to protect a student's rights. Any such search shall require that the measures adapted are reasonably related to the objectives of the search and are not excessively intrusive in light of age and gender of the student and the nature of the suspected infraction. When a student refuses to submit to a reasonable cause search as outlined in this policy, he/she shall be immediately suspended from school and referred to the Superintendent's Office for further action. Upon completion of a search, students not found to be in possession of any unacceptable materials will be promptly excused and no further action will be taken. A report of the incident will be filed with the appropriate administrator for future reference but shall not be retained for a period of more than one year from the date of the report. {Policy #226}

Please note examples of violations are not limited to those listed

DISCIPLINARY ACTIONS USED

In addition to the Student Code of Conduct, teachers may establish and enforce classroom rules. Specific rules exist for the in-school suspension room, detention, library, cafeteria, study halls and the parking lot (traffic and parking regulations). These expectations are communicated to the students. Failure to comply with these rules may result in disciplinary action. All students are guaranteed due process under the Constitution of the United States. All discipline is subject to the applicable provisions of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 for eligible students. {Policy #218}

Disciplinary actions include:

1. Verbal Warning or Reprimand
2. Lunch Isolation – a student will not be permitted to eat lunch in the cafeteria for an assigned period.
3. Detention - a student may be required to remain after the conclusion of the normal school day for a teacher detention. Students must be on time. Detention begins at 2:30. No students will be permitted to complete work during this detention time but will be required to sit quietly at a desk. Students will be permitted to serve their detention with a teacher should they bring a pass from the teacher to the detention monitor. It is the responsibility of the student to arrange

his/her own transportation home. Students are expected to serve on the date assigned. A minimum of 24-hour notice will be given to the student. If a student is absent on the day the detention is to be served, the student must serve the detention on the next scheduled day of detention.

4. Administrative Detention - a student may be required to remain after the conclusion of the normal school day for an administrator until 4:00 p.m. It is the responsibility of the student to arrange his/her own transportation home.
 5. Parent Contact/Conference
 6. Removal of School Privileges (examples: Hallway Restriction, Computer/Internet, or Loss of Parking Privileges)
- A. Suspensions** - are assigned by an administrator. The parents will be notified in writing when a student is suspended. Suspended students may not participate in any school activities during the term of their suspension. In addition, during a suspension, students are not allowed to move throughout the building without prior administrative approval. Time missed must be made up.

Please note: any student who has been suspended more than three (3) times or who has received more than ten (10) days of suspension may be placed on disciplinary probation.

1. In-School Suspension - is the removal of the student from the classroom for a designated period of time. The student will spend normal school time in the ISS room under the direction of a certified instructor.
2. In-Office Suspension - is the removal of the student from the classroom for a designated period of time. The student will spend normal school time in a designated area under the supervision and direction of a school administrator. Daily class assignments will be provided by the student's instructors.
3. Out-of-School Suspension - is the removal of the student from school for a designated period of time. The student will take textbooks home and have lessons provided by the student's instructors to be picked up at school at a designated time. Students on OSS are not permitted to be on school property during the dates of suspension without prior administrative authorization. Failure to comply with this notice could be considered trespassing. Absences due to Out-of-School Suspension will be recorded as days of excused absence on the student's records. In addition, these days are tabulated as part of the student's total days of absence.

4. Restricted Out-of-School Suspension - is the removal of the student from school for a designated period of time. The student will be marked absent for days missed due to OSS. In addition, *it will be the student's responsibility to gather and make up all class work missed during the dates of his/her suspension.* Students are not permitted to be on school property during the dates of suspension without prior administrative authorization. Failure to comply with this notice could be considered trespassing.
5. Reasonable Force—may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.
6. Social Exclusion/Probation - a student may be excluded from all extra-curricular activities for a designated period of time.
7. Expulsion - usually follows or occurs during a suspension. In very serious circumstances, the principal issuing the suspension will refer the matter to the Superintendent or Board of School Directors, so it may be determined whether exclusion from school for a period in excess of ten days or permanent expulsion is appropriate. In the event that the Superintendent or Board of School Directors cannot hold a hearing within ten days of the offense, the student shall be placed in school, pending the expulsion hearing, except if it is determined after an informal hearing that the student's presence in his/her classes would constitute a threat to the health, safety, morality or welfare of the other students, in which case, the student may be excluded from school for more than ten days pending the expulsion hearing, during which extended period he/she shall be provided with alternative education.
8. Disciplinary Probation - may result in the following: 1) immediate referral to the Superintendent of Schools, 2) parent conference, 3) ten (10) day restricted OSS, 4) social exclusion and 5) possible referral to the student relations committee of the Board of School Directors.
9. Disciplinary Contract - is a statement of expectations and consequences unique to the particular student to facilitate the earning of his/her high school diploma.
10. Alternative Educational Programs - placement in an alternative educational program can result from a very serious infraction of

- school rules or from the repeated violation of school policies or rules; i.e.: Alternative Education, Alternative High School, etc.
11. Citations - may be given for either “serious,” “most serious,” or accumulated violations of the Student Code of Conduct.
 12. Community Service - students will be required to complete work details around school facilities and on school grounds equal to the damage or neglect.

ATTENDANCE POLICY

- In an effort to continue communication between school and home, parents will receive a notification of their child’s absence that day and a reminder to send in an absence note upon his/her return. {Policy #204}
- Explanation of absences or tardies:
 - A student who does not attend school will be considered absent.
 - Arrival after 7:35 and before 10:45 will be considered tardy.
 - Arrival between 10:45-12:45 will be considered a ½ day absence.
 - Arrival after 12:45 will be considered a full day absence.
 - Leaving early between 7:35-10:44 will be considered an all-day absence.
 - Leaving between 10:45-12:45 will be considered a ½ day absence.
 - Leaving after 12:45 will not be considered an absence.
- After an absence or being late to school, students must submit a proper excuse signed by a parent or legal guardian within three (3) school days after returning to school.
- The note must include the student’s proper name, date of absence/tardy, acceptable reason for absence/tardy, and signature of parent or legal guardian or doctor. A note signed by anyone other than parent or legal guardian or doctor will not be accepted.
- Acceptable reasons for absences/tardies include illness, quarantine, family emergency, death in the family, pre-arranged doctor’s visit, or mandated court appearance.
- In the case of an appointment, the note must include the parent’s/legal guardian’s signature, the scheduled time of appointment and professional office. Students excused for an appointment must submit a card/note from the professional office upon returning to school.
- Please refer to page 37 for a copy of the Doctor’s excuse form being used by Franklin County Doctors.

- In the matter of extended trips/tours, an “Educational Trip” request form must be submitted for approval five (5) days in advance of the absence, if not the missed days will be coded as unlawful/unexcused. Students may request work two days prior to leaving for their trip. Educational trip days should not exceed ten (10) days per school year, per state compulsory school law.
- Students shall complete all necessary arrangements for making up work when absent from school the first-class period upon return.
- Homework and tests assigned or announced prior to the student’s dates of absence may be required of the student on the first day the student returns to school.
- If an excuse is not submitted to the Attendance Office within the three-day limit, the absence/tardy becomes unlawful/unexcused.
- Students can accumulate three (3) unlawful days. However, the school is required by law to implement a School Attendance Improvement Plan once a student acquires 3 unlawful absences. After (6) unlawful days, the school is required by law to report the parent/guardian of that student to the district magistrate for prosecution.
- Any excuse that is forged or altered by the student or parent will be considered unexcused/unlawful and will result in further disciplinary action.
- Unexcused/Unlawful Tardies, accumulated per semester, will result in:
 - 1st = documented warning and first “free of punishment”
 - 2nd = documented warning and second “free of punishment”
 - 3rd = documented warning and conference with student
 - 4th = lunch isolation and conference with student and parent
 - 5th or more = in-school suspension and/or loss of parking privileges on school property

Consequences for Unlawful Absences

# of Unlawful Absences	Consequences
1 - 5	Loss of credit for missed work. Possible in-school suspension. Parent/Guardian contacted, and Student Attendance Improvement Plan initiated.

6 or more	Loss of credit for missed work and in-school suspension assigned. Possible referral to the Student Assistance Program. Parent/Guardian sent a notice stating that a citation will be processed with the 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.
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- The school should be notified when a student will be absent for an extended period of time or if there is an existing medical condition requiring an unusual absence pattern.
- Any student who has a 10% absence/tardy rate will be sent a “Letter of Concern”. Should that student advance to more than a 15% absence/tardy 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.

Absences and/or Tardies from school	Consequences
10% Rate	Parent sent a letter of concern via first class mail.
15% Rate	Parent sent a letter via first class mail requiring notes from medical offices for all future absences and tardies. When no parent email is on file, the letter will be hand delivered to the student who will sign for it.
20% Rate	Possible referral to the Franklin County Truancy Prevention Program and/or Children and Youth Services of Franklin County.

A student aged 18 or older must meet the same attendance standards as specified for those under 18. Failure to comply could result in the student being dropped from the rolls for non-attendance.

District Attendance Policy

If a student is absent from school for any period of time, it is necessary for the parent/guardian to provide a written excuse. To continue communication between school and home, parents/guardians will receive notification of their child's absence that day and a reminder to send in an absence note upon his/her return. Even though a parent/guardian may have notified the school concerning an absence, a 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 will be reminded to do so.

If a note is not provided within three (3) school days after the absence, the day is recorded as an unlawful absence.

Legal absences include:

1. Illness or injury
2. Medical/dental appointments (*A Franklin County Doctor's Excuse can be found on the district website.*)
3. Death in the family
4. Pre-approved educational trips

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

Unlawful Absences

<i>Number of Unlawful Absences</i>	<i>Consequences</i>
1-2 (Concern)	Letter sent home
3-5 (Truancy)	Parent/Guardian contacted Student Attendance Improvement Conference Requested Student Attendance Improvement Plan initiated
6-8 (Habitual Truancy)	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.
10 or more (Chronic Truancy)	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 Tardy

<i>Number of Absences and/or Tardy</i>	<i>Consequences</i>
10% Absentee Rate	Parent/guardian sent a letter of concern
15% Absentee Rate <i>(Excluding educational trip leave and absences already covered by notes from physicians)</i>	Parent/guardian sent a notice requiring notes from medical offices for all future absences. 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.
20% Absentee Rate	Possible home visit, referral to a Truancy Prevention Program, and/or Children and Youth Services of Franklin County.

Reporting Times

GAPS/GAES

Time	Arrival Code	Dismissal Code
Beginning of school – 11:30 AM	Tardy	Full day Absence
11:30 AM – 1:15 PM	½ Day Absence	½ Day Absence
1:15 PM – End of Day	Full day absence	Early Dismissal

Students who arrive to school after 8:30 AM (GAES) or 8:35 AM (GAPS) will be marked tardy. These students must be signed in by a parent/guardian using School Gate Guardian and report to the office with a note. Students who are leaving school before 2:50 PM (GAES) or 3:00 PM (GAPS) must be signed out by a parent/guardian using School Gate Guardian and a note must be provided to the main office.

GAMS/GAHS

Time	Arrival Code	Dismissal Code
Beginning of school – 10:45 AM	Tardy	Full day Absence
10:45 AM – 12:45 PM	½ Day Absence	½ Day Absence
12:45 PM – End of Day	Full day absence	Early Dismissal

***Note: The times listed above will vary for GAHS students who have partial day schedules such as earned senior privilege, internships, early to college, etc.*

Tardy Consequences: (GAMS/GAHS)

- 1st = documented warning and first “free of punishment”
- 2nd = documented warning and second “free of punishment”
- 3rd = documented warning and conference with student
- 4th = lunch isolation and conference with student and parent/guardian
- 5th or more = in-school suspension and/or loss of parking privileges if applicable.

Student Attendance Eligibility Standards: (GAMS/GAHS)

- Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 AM or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day.
- If a student does not participate in a wellness class due to a physician’s excuse, then the student may not participate in an athletic practice or contest for the duration of the excuse.
- Any student placed on a doctor’s note requirement due to a poor attendance pattern may be reviewed for possible removal by the Building Administrator or Athletic Director.

- Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness.

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 and/or parent/guardian 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. 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 parent/guardian for those hours the child is in school, this rule shall be observed: children shall be released from school only to their parent/guardian or to persons authorized in writing by their parent/guardian.

Withdraw from School

To withdraw from Greencastle-Antrim School to move to another school, parent/guardian should notify the school office of these plans prior to the withdrawal. On the day before, the student should report to the office to take care of necessary paperwork. Student records will be sent after GASD receives official notification from the new school/district.

ATHLETIC, EXTRA-CURRICULAR & CO-CURRICULAR ELIGIBILITY

Student Academic Eligibility Standards:

- **WEEKLY ELIGIBILITY STANDARDS:** Student CUMULATIVE GRADES are to be checked weekly by coaches, advisors, directors, etc.
 1. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance the next week of participation.
 2. The next week of ineligibility is defined as Monday through Sunday of the following week. Students will be permitted to practice during weekly ineligibility.
 3. Should students attend any contest or performance, they must be under the supervision of their coach, advisor, director, etc.
- **MARKING PERIOD ELIGIBILITY STANDARDS:** Student MARKING PERIOD GRADES are to be checked by coaches, advisors, directors, etc. the day grades are issued.
 1. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance. Middle School students receiving an unsatisfactory rating in any two (2) or more major subjects or any three (3) or more subjects will be declared ineligible for competition or performance.
 2. Students are NOT permitted to practice, perform, or compete during marking period ineligibility except as defined in section “b” under Activity Reinstatement.
 3. Ineligible students are not permitted to attend contests during their week of ineligibility.
 4. High School semester grades shall be used for the determination of eligibility for the next semester/school year.
 5. Middle School final grades shall be used for the determination of eligibility for the next school year.
- **ACTIVITY REINSTATEMENT:** a student may regain his/her eligibility by:
 - a. Students placed on Weekly Ineligibility shall be permitted to begin competing or performing on the Monday following their week of ineligibility, providing students meet weekly eligibility requirements.
 - b. Students placed on Marking Period Ineligibility shall be permitted to begin practice on the sixth day and perform or

compete on the eleventh day providing students meet weekly eligibility requirements.

- c. Students placed on semester (HS)/yearly (MS) ineligibility will be allowed to practice but will not be allowed to compete for 10 school days of the following semester/year.

Student Attendance Eligibility Standards

- Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 am or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day.
- If a student does not participate in a wellness class due to a physician's excuse, then the student may not participate in an athletic practice or contest for the duration of the excuse.
- Any student placed on a doctor's note requirement due to a poor attendance pattern may be reviewed for possible removal by the Building Administrator or Athletic Director.
- Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness.

Disciplinary Ineligibility

Any student that is a chronic disciplinary problem may be declared ineligible at the discretion of the Building Administrator or Athletic Director with the support of the building Principal.

General Rules and Regulations

1. It is your responsibility to know and abide by the rules and regulations of your particular activity.
2. You represent your school, community and family in the extra/co-curricular domain. You are expected to display proper sportsmanship/showmanship and to be courteous to officials, opponents, team/squad members and spectators.
3. All participants must maintain grade eligibility according to the latest school policy.
4. All participants are subject to the Greencastle-Antrim Student Handbook rules and regulations.
5. Academic work is primary; team practices and performances/competitions are secondary.
6. All participants are expected to be on time and present on the school day prior to, the day of and the day following all events.

(Failure to attend a practice/game may result in disciplinary action, which may include dismissal from a team.)

7. Students are responsible for the care and timely return of all uniforms and equipment issued by the school district. Students not returning items will be billed at the replacement cost of those items.
8. If you are suspended, you will not be permitted to practice or attend an event during the assigned dates.
9. Any participant using or possessing tobacco (any form), vaping devices and/or vaping products, and any drugs including alcoholic beverages, on school property or at any school function will be dismissed from their current activity membership involvement.
10. Any participant involved in inappropriate activities in or out of school, individually or with his/her group team, may be subject to suspension or dismissal from the team.
11. Transportation is furnished by the district. All participants must travel with the team/group team unless the participant's parents personally request that their son/daughter travel with them.
12. Group/team participants and assisting personnel are expected to wear dress slacks, skirts, coat or sweater and dress shirts, tie (optional), no jeans, T-shirts, or sweatshirts, etc., to away events where they dress at the visitor's/host school.
13. Any student receiving an unsportsmanlike conduct foul, red card, technical foul, or ejection from a contest due to unsportsmanlike conduct, may be subject to league punishment as well as: First offense will result in a conference with the Athletic Director and possible disciplinary action; second offense may result in an automatic suspension from the team; and third offense may result in a review by the Athletic Director for possible removal from the team.
14. Any participant who is dismissed from a team, squad or group is not permitted to attend any event or performance of that group for the remainder of the season.
15. Each participant is responsible to pay the assessed non-refundable activity fee prior to the first day of competition or the student may be ineligible to practice, perform or compete.
16. School-issued uniforms and equipment may only be worn on days of interscholastic contests.
17. Practice attire should be no less revealing than the school-issued uniform. In the event of extreme heat conditions, practice attire

may be modified as deemed appropriate by the head coach and with the support of the Athletic Director. Please note undergarments are not appropriate practice attire.

18. Student-athletes, during the time from dismissal until practice begins, must be in athletic study hall. If a practice/contest begins more than 15 minutes after the ending time of athletic study hall, the student-athlete must vacate school grounds. Student-athletes not in conformance with this policy may be suspended from his/her team.
19. All members of the athletic department and student-athletes will adhere to the Greencastle-Antrim School District's hazing policy.

Roster Selection Criteria

Participation with a school district sponsored P.I.A.A. athletic program is a privilege. All students planning to participate will be required to have a P.I.A.A. comprehensive physical examination completed prior to engaging in any try-outs or practices.

Evaluation of potential student-athletes is at the discretion of the coaching staff.

All athletic programs, which implement a try-out and cutting process, are required to utilize a written evaluation rubric for each individual involved. All evaluation rubrics will include an attendance and academic portion within the rating system. The rating system used will be as follows:

School Attendance – Unlawful or Unexcused Absences and/or Tardies
-5 (16+ days) -4 (11-15 days) -2.5 (6-10 days) -1.5 (3-5 days) -0 (0-2 days)

Grade Point Average – Based on 4.0 Scale
+1 (2.0 - 2.9) +2 (3.1 - 3.0) +3 (3.4 - 3.2) +4 (3.7 - 3.5) +5 (4.0 - 3.8)

For a fall season program, the proceeding semester grades, and attendance will be utilized. For winter and spring seasons, the current school year attendance records and GPAs will be used.

P.I.A.A. attendance and academic eligibility requirements will still be adhered to and implemented as needed.

STUDENT INFORMATION

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. The dissemination of pupil records and information relative to pupil records shall be governed by the minimum requirements of the Family Educational Rights and Privacy Act of 1974. 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}

NURSING SERVICES

- Medication Policy: A parent/guardian or a responsible adult designated by the parent/guardian should deliver all such medication to the school. Medications include any physician-prescribed medication, over-the-counter medication, short-term medications, vitamins, or herbs. Medication must be in the original container with instructions clearly noted and a **Medication Authorization Form signed by physician and parent must be completed.** This form is found on the school website under departments then health services. {Policy #210}
- 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 the schoolcare form
- Students must have completed schoolcare and demographic forms to be able to attend 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 permitted to participate in the field trip.**
 - **Physicals: All 11th graders must have a physical on file in the nurse's office. A 11th grade physical is a requirement to graduate.** Physicals can be accepted if completed during the previous school year. This form is found on the district website under department, then health services.
 - **Screenings: Height, weight, and vision screenings are conducted yearly. Hearing screenings are conducted in 11th grade. Parents are notified of any abnormal findings.**
- Immunizations: All students must meet the immunization requirements or exemptions as established by the state. This information is found on the school website under departments, then health services. Please note: A second Meningococcal vaccine is needed before entry to 12th grade**

*****This section remains the same except for numerous grammatical and punctuation corrections.**

NURSING SERVICES

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Students must have completed school care and demographic forms to be able to attend 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 permitted to participate in the field trip.

Any student that carries an EpiPen or Inhaler must return a completed Medication Authorization Form to the Nurse each school year.

Physicals: All 11th graders must have a physical on file in the nurse's office. **An 11th grade physical is a requirement to graduate.** Physicals can be accepted if completed during the previous school year. This form is found on the district website under department, then health services. Screenings: Height, weight, and vision screenings are conducted yearly. Hearing screenings are conducted in 11th grade. Parents are notified of any abnormal findings.

Immunizations: All students must meet the immunization requirements or exemptions as established by the state. This information is found on the school website under departments, then health services. Please note: A second Meningococcal vaccine is needed before entry to 12th grade.

CHILD CUSTODY

The central concern of the school district is the education of students. 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 it is your responsibility to** 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** **It is your responsibility to** give us a copy of the most up-to-date document as soon as any changes occur.

ACCESS TO STUDENT RECRUITING INFORMATION

All local education agencies (GAHS) by law must provide to military recruiters upon request the same access to secondary school student directory information as is generally provided to post-secondary educational institutions and prospective employers of those students. This information is provided annually by GAHS to military recruiters.

It is a parent's or student's right to request that this information not be disclosed without prior written consent. The type of information

disclosed is generally not considered harmful or an invasion of privacy and includes such items as names, addresses, and telephone numbers.

Because this information is generally released within the first month of a new school year, a parent or student should submit their written request for exclusion by no later than September 8th of each new school year stating exactly who should not have access to the requested information. Requests for exclusion should be directed to the Career Planning Center at Greencastle-Antrim High School. Additional information at the high school can be obtained by calling 717-597-3226 (Ext.#10503).

VIDEO-TAPING/STILL PHOTOGRAPHY/INTERVIEWING

Videotaping, still photography, and interviewing of your child may occur in the Greencastle-Antrim High School. Videotaping of teachers and the classroom is an effective method to help improve the instructional process. Videotaping, still photography, and interviewing are also used for public relations and keepsake purposes and could include identifying students by name. Parents who do not wish to have their child(ren) videographed, photographed, or interviewed for public relations purposes (newspapers/TV/district website, etc.) must notify the building principal in writing **at the beginning of each school year.** This notification will then be entered into Power School for tracking purposes.

GASD EDUCATIONAL RESOURCES AND SERVICES

GASD DISTRICT SCREENING PROCESS

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 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 at the high school includes the completion of the Pre-Referral Packet by the school team which includes the teachers currently instructing the student and guidance counselor. This packet is forwarded

to the Special Education Office for review. After review and a possible meeting with parents and school team, a decision is made to either move forward to an evaluation or to continue with interventions in the regular education classroom.

SPECIAL EDUCATION

In accordance with applicable state and federal law, eligible students have the right to a free and appropriate public education designed to provide a meaningful educational benefit. In the least restricted environment. The term “exceptional” includes children with physical, emotional or mental disorders.

GASD 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) intellectually disabled, (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.

PROTECTED HANDICAPPED STUDENTS

- A. The Greencastle-Antrim School District will provide to each protected handicapped student those related services or accommodations which are necessary 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.
- B. 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. Please refer to School Board Policy #113 on the district's website, www.gcasd.org.

GIFTED EDUCATION

- A. Gifted education is provided to students who are determined to meet the definition of “mentally gifted” under Chapter 16 of the public-school code and require specially designed instruction not ordinarily provided in the regular education program. A student must meet specific criteria as set forth under Chapter 16 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 or when multiple criteria indicate gifted ability.
- B. If an individual chooses to request the Greencastle-Antrim School District initiate screening or evaluation activities 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. Please refer to School Board Policy #113 on the district's website, www.gcasd.org.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES (see pages 44-47)

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM (LIEP)

English Language Development (ELD) is provided for students who are English Language Learners (EL) and whose families speak languages other than English. Students are identified and screened for ESL services upon entrance into the district. ESL services are provided for all grade levels and language proficiency levels.

CONFIDENTIALITY AND RECORDS

The GASD is required to protect the confidentiality of any personally identifiable information that is collected and maintained for its students. Personally, identifiable student information may only be disclosed in accordance with the provisions of the Family Educational Rights and

Privacy Act (“FERPA”). A parent or student eighteen years of age can review the student’s file and challenge the validity of any record or report, or challenge maintenance of any information in the file.

PARENTS’ RIGHT TO KNOW

The No Child Left Behind Act of 2001 (NCLB) provides 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.

The information is available on our district’s website, www.gcasd.org. If you do not have access to the Internet please contact the school office and the qualifications will be provided to you.

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.

1) 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.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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.

8) 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.

9) 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.

MISCELLANEOUS INFORMATION

1. A fee will be charged on all returned checks.
2. All medical notes should be returned to the main office for copying and distribution, when appropriate, to: (1) student attendance file (2) school nurse (3) wellness teacher (4) athletic director

CONCLUDING THOUGHT

The Purpose of this document is to provide the necessary standards to create and provide opportunities for students, in an atmosphere of respect, to become lifelong learners and productive citizens.

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 Mr. Chad Stover, Supervisor of Student Services at cstover@gcasd.org or call (717) 597-3226 ext. 30550.

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 Rights of Homeless Children?

Our schools provide equal access to all students regardless of 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 of 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.

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
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
906 – Public Complaints
918 - Title I Parental Involvement

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

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

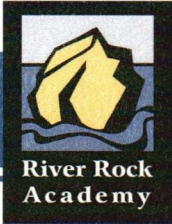
SCHOOL DISTRICT OFFICES – FRANKLIN COUNTY

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	

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.

PA-GCIO293945-01



River Rock Academy Administration

2124 Ambassador Circle • Lancaster, PA 17603 • Ph: 717-208-3349 • Fax: 717-517-7932

Amity Campus

2144 Weavertown Rd.
Douglassville, PA 19518
PH: 610-919-0140

Carlisle Campus

346 York Road, Suite 102
Carlisle, PA 17013
PH: 717-218-0816

Carlisle Thunder

Carlisle Area High School
623 West Penn Street
Carlisle, PA 17013
PH: 717-240-6800 x26109

Lancaster Campus

2124 Ambassador Circle
Lancaster, PA 17603
PH: 717-869-4196

Newville Campus

399 Roxbury Road
Newville, PA 17241
PH: 717-776-3759

Red Lion Campus

220 Country Club Road
Red Lion, PA 17356
PH: 717-244-7453

Shiremanstown Campus

41 South Locust Street
Shiremanstown, PA 17011
PH: 717-763-1405

Sinking Spring Campus

810 Brownsville Road
Sinking Spring, PA 19608
PH: 610-670-1273

Spring Grove Campus

149 East College Avenue
Spring Grove, PA 17362
PH: 717-225-1430

Spring Grove Intensive/ Day Treatment

149 East College Avenue
Spring Grove, PA 17362
PH: 717-225-6589

CONTRACT FOR RESERVATION OF 1 SECONDARY SLOTS WITH RIVER ROCK ACADEMY 2023-2024 SCHOOL YEAR

1. Greencastle-Antrim School District agrees to reserve **1** secondary student slot from River Rock Academy or its assigns (hereinafter “River Rock Academy”) for the Carlisle Campus (AEDY) or Newville Campus (Secondary Special Education 7-12) at a reduced per diem rate of \$152.10 for an annual cost of **\$28,138.50**.
2. Greencastle-Antrim School District agrees to pay \$28,138.50 over a ten (10) month period: **\$2,813.85** on a monthly basis for ten months.
3. River Rock Academy agrees to send Greencastle-Antrim School District a monthly invoice on the 15th of each month for ten (10) months for the monthly installment rate of \$2,813.85. School District shall pay the invoice within thirty (30) days of the invoice receipt. Any amounts due River Rock Academy under the terms of this Contract which are not paid within thirty (30) days of the invoice receipt shall accrue interest at the rate of 0.5% per month, or such portion thereof from the due date, until payment is received by River Rock Academy. In the event that River Rock Academy has to pursue collection to recover any unpaid amounts, the School District will be responsible for any costs of collection, including reasonable attorney’s fees.
4. River Rock Academy agrees to hold 1 secondary student slot exclusively for Greencastle-Antrim School District for the 2023-2024 school year.
5. River Rock Academy agrees to send Greencastle-Antrim School District an itemized invoice detailing all Greencastle-Antrim School District students in the River Rock Academy Programs and reconciling any costs by the 5th of each month. Any additional secondary students above the 1 secondary reserved slot will incur a per diem cost of \$222.44.
6. River Rock Academy agrees to keep an open line of communication with the Greencastle-Antrim School District and provide a structured, disciplined, nurturing environment for their students.
7. River Rock Academy and the Greencastle-Antrim School District will collaborate in the development of an individualized instruction program for all students and the implementation of special education services for students identified. Special Education Services and provisions required under Chapter 14 of State Board of Education regulations will be strictly followed, including without limitations: (a) a consultation with the student, parents/guardian will occur securing the student, parents/guardians written approval to enroll the student in the program (34 CFR 300.345(c)); (b) the student’s I.E.P. will be updated to reflect the decision to enroll the student in the

CHANGE
EFFECT
IMPROVE

program. The referring district will also update the Evaluation Report prior to admission (34 CFR 300.343); (c.) Any services that are not provided by River Rock Academy or cannot be provided by River Rock Academy during the period of enrollment will be the responsibility of Greencastle-Antrim School District and the student shall be considered as a “dual enrollment” under applicable law; (d.) if a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. “Child Find” provisions and related reporting (34 CFR 300.125), River Rock Academy will notify the referring public school. The referring district agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services; (e.) once a Special Education Student is enrolled, River Rock Academy will insure that the student’s I.E.P. is updated by the referring district prior to enrollment and once the I.E.P. is received, Both parties will insure that all provisions of the I.E.P. are implemented during the education of the student through the use of a Certified Special Education Teacher, or a designee from the referring public school will monitor special education provisions, and ongoing communication with the student, parents/guardians, relevant teaching staff and administration. River Rock Academy agrees to update the student I.E.P. annually via a conference with student, parents/guardians, and a designated referring special education representative in accordance with applicable law.

8. In the event of an extended school closure, River Rock Academy agrees to make a good faith effort to provide continuity of education for District students using alternative means during the period of closure. This plan is available upon request. River Rock Academy’s plan to reopen after an extended school closure will comply with applicable law and will be available upon request. River Rock Academy will support the District’s provision of FAPE as outline in any special education student’s IEP as revised by the IEP team upon admission into the program.
9. In the event this Contract is terminated for any reason, River Rock Academy shall be reimbursed only for services actually performed up to the date of termination. School District shall receive a refund of any funds paid for services not provided. The placement of any student at River Rock Academy may be terminated by either party upon at least twenty-one (21) days’ written notice to the other party. School District shall remain obligated to pay all amounts due to River Rock Academy through the placement termination and such obligation shall survive any termination of this Agreement.
10. River Rock Academy agrees that any individual who will be in direct contact with students shall possess the following valid clearances and certifications:
 - a) PA Child Abuse History Clearance (Act 151);
 - b) Federal Criminal History Records (Act 114);
 - c) Pennsylvania Background Checks (Act 34)

River Rock Academy agrees to bear any costs or fees associated with obtaining these clearances and certifications. River Rock Academy agrees to provide proof of the aforementioned clearances upon Request by the School District.

11. School District and River Rock Academy agree to indemnify, defend, and hold each other harmless from any claims, losses, suits or damages caused by or arising from the negligence or willful misconduct of their respective agents and employees.
12. All student information of any kind, including (without limitation) confidential Student data, shall be kept strictly confidential by School District and River Rock Academy, and shall not be used or disclosed for any purpose except as provided in this Contract. This obligation of confidentiality shall survive the expiration or termination of this Contract. As used herein, the term "confidential Student data" shall include, without limitation, any personal or identifying Student information, names, addresses, date of

birth, social security or other identification numbers, attendance records, grades, test results, assessments, work product, disciplinary records, and any information deemed to be a "Student record" under the Family Educational Rights and Privacy Act."

13. River Rock Academy and School District consent and agree that any legal proceedings relating to the subject matter hereof shall be maintained in the Court of Common Pleas in the county in which River Rock Academy is located, or, if applicable, the United States District Court of the Middle District of Pennsylvania, and all Parties hereto consent and agree that jurisdiction and venue for such proceedings shall lie exclusively within said courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective Party at the address set forth at the end of this Contract.
14. No change, amendment or modification to this Contract shall be effective unless it is in writing and signed by both the School District's and River Rock Academy's authorized personnel.
15. School District represents and warrants that the individual executing this Contract is duly authorized to execute and deliver this Contract on its behalf and this Contract is a valid and binding obligation of School District

Thank you for this opportunity to serve the Greencastle-Antrim School District.

Christina Spielbauer

Christina Spielbauer
Senior Vice President

Greencastle-Antrim School District
Authorized Signer



River Rock Academy Administration

2124 Ambassador Circle • Lancaster, PA 17603 • Ph: 717-208-3349 • Fax: 717-517-7932

Amity Campus

2144 Weavertown Rd.
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Spring Grove, PA 17362
PH: 717-225-1430

Spring Grove Intensive/ Day Treatment

149 East College Avenue
Spring Grove, PA 17362
PH: 717-225-6589

CONTRACT FOR PURCHASE ELEMENTARY STUDENT SERVICES WITH RIVER ROCK ACADEMY 2023-2024 SCHOOL YEAR

1. Greencastle-Antrim School District agrees to purchase, if necessary, student services from River Rock Academy or its assigns (hereinafter "River Rock Academy") for the Newville Campus Private Licensed Elementary program. The per diem rate is enrollment based (16 students in the program) and is determined as follows:

o 16/16	\$238.39	o 8/16	\$476.78
o 15/16	\$254.28	o 7/16	\$544.90
o 14/16	\$272.45	o 6/16	\$635.71
o 13/16	\$293.41	o 5/16	\$762.85
o 12/16	\$317.86	o 4/16	\$953.57
o 11/16	\$346.75	o 3/16	\$1,271.42
o 10/16	\$381.43	o 2/16	\$1,907.14
o 9/16	\$423.81	o 1/16	\$3,814.27

2. River Rock Academy agrees to send Greencastle-Antrim School District an itemized invoice detailing all Greencastle-Antrim School District students in the River Rock Academy Programs and reconciling any costs by the 5th of each month. School District shall pay the invoice within thirty (30) days of the invoice receipt. Any amounts due River Rock Academy under the terms of this Contract which are not paid within thirty (30) days of the invoice receipt shall accrue interest at the rate of 0.5% per month, or such portion thereof from the due date, until payment is received by River Rock Academy. In the event that River Rock Academy has to pursue collection to recover any unpaid amounts, the School District will be responsible for any costs of collection, including reasonable attorney's fees.
3. River Rock Academy agrees to keep an open line of communication with the Greencastle-Antrim School District and provide a structured, disciplined, nurturing environment for their students.
4. River Rock Academy and the Greencastle-Antrim School District will collaborate in the development of an individualized instruction program for all students and the implementation of special education services for students identified. Special Education Services and provisions required under Chapter 14 of State Board of Education regulations will be strictly followed, including without limitations: (a) a consultation with the student, parents/guardian will occur securing the student, parents/guardians written approval to enroll the student in the program (34 CFR 300.345(c)); (b) the student's I.E.P. will be updated to reflect the decision to enroll the student in the program. The referring district will also update the Evaluation Report prior to admission (34 CFR 300.343); (c.) Any services that are not provided by River Rock Academy or


17/11/2023
17/11/2023
17/11/2023

work product, disciplinary records, and any information deemed to be a "Student record" under the Family Educational Rights and Privacy Act."

10. River Rock Academy and School District consent and agree that any legal proceedings relating to the subject matter hereof shall be maintained in the Court of Common Pleas in the county in which River Rock Academy is located, or, if applicable, the United States District Court of the Middle District of Pennsylvania, and all Parties hereto consent and agree that jurisdiction and venue for such proceedings shall lie exclusively within said courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective Party at the address set forth at the end of this Contract.
11. No change, amendment or modification to this Contract shall be effective unless it is in writing and signed by both the School District's and River Rock Academy's authorized personnel.
12. School District represents and warrants that the individual executing this Contract is duly authorized to execute and deliver this Contract on its behalf and this Contract is a valid and binding obligation of School District

Thank you for this opportunity to serve the Greencastle-Antrim School District.

Christina Spielbauer
Christina Spielbauer
Senior Vice President



Greencastle-Antrim School District
Authorized Signer



AGREEMENT FOR POWERSCHOOL® SERVICES

This Agreement for PowerSchool® Services (hereinafter “Agreement”) is made this 1st day of April, 2023, by and between the **Capital Area Intermediate Unit** (hereinafter “CAIU”), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*, with its principal place of business at 55 Miller Street, Enola, PA 17025, and Greencastle-Antrim School District (hereinafter “Client”), a local education agency with its principal place of business at 500 East Leitersburg Street, Greencastle, PA 17225.

1. **Scope of Work.**

1.1 CAIU agrees to provide PowerSchool® services as follows:

PowerSchool® Student Information System Software, Maintenance, Hosting (Optional) (hosting rate may increase annually to account for increases in salaries, benefits, and increased pricing for hosting, etc.).

Support and Training Services as follows:

Background: The Client is seeking the use and support of a student information system to schedule, record attendance, track grades, prepare school and state reports and keep information related to students. CAIU is a reseller of PowerSchool® student information software and provides training, software maintenance, software hosting, and support. The Client is entering into an Agreement with CAIU for PowerSchool®.

Services to be Provided:

Software - CAIU shall provide the Client with the ability to use an authorized license of PowerSchool® software during the term of the Agreement. The authorized license of PowerSchool® shall transfer to the Client if the Agreement is terminated. Client's license count under this Agreement is for: 3,040 students.

Software Maintenance - CAIU shall provide updates and fixes for the PowerSchool® software as released and provided by PowerSchool®.

Software Hosting (Optional) - CAIU shall host the PowerSchool® software on CAIU owned equipment. CAIU servers shall meet all PowerSchool® defined minimum requirements. CAIU shall maintain and update the Server Operating System and PowerSchool® software.

Software and User Support Services - CAIU shall provide the Client with software and user support services by phone at (717)732-8403 Option 2 on CAIU regular work days Monday - Friday, 7:00am - 4:00pm EST, via the Help Center at <https://caiu.myportallogin.com/> or by email

to powerschool@caiu.org. Software and user support provided to the Client is not intended to take the place of training or for the CAIU to perform work on behalf of the Client. The Client shall designate primary contact people for the PowerSchool® software up to one person per Client building.

Support includes troubleshooting and providing written instructions or step by step instructions over the phone to empower the user. Support shall also include guiding users through completing task such as adding, deleting, modifying and/or manipulating information (database records) within the PowerSchool® system. Custom pages and custom reports created by the CAIU shall be supported by CAIU. Custom pages and custom reports created by the client shall not be supported by CAIU.

Training - CAIU shall provide, at it's location, various PowerSchool® related multi-district group trainings, not to exceed nine (9) training sessions per year. In addition, CAIU shall provide two (2) days per year of on-site training on the clients choice of topic. Clients outside the CAIU's footprint are responsible for travel expenses.

Backup Off Site - CAIU shall provide for a secure, redundant backup of the Client data. The data is backed up daily to a remote site outside of Pennsylvania. Barracuda updates their pricing every quarter. If Barracuda changes their pricing structure, the CAIU reserves the right to adjust our pricing structure to meet their change. The backup is limited to a maximum of 100GB and anything over 100GB is charged in 200GB increments at \$57.75 per 200GB per month.

1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to provide and perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as “work.”

2. Responsibilities of the Parties.

2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:
Perform the Scope of Work as indicated above.

2.3 Client shall:
Designate primary contact people, up to one person per Client building, to contact the CAIU Help Desk.

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept, \$40,328.00 (forty thousand three hundred and twenty-eight dollars)

in fulfillment of this Agreement. This is the total cost per year for the number of students and hosting services as defined in Section 1.1. Additional cost terms, if any, shall be addressed in Section 25 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) annual basis for the costs incurred to provide the Services. All invoices are due within 45 days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every 30 days past the 45 days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

5.1 The term of this Agreement shall commence July 1, 2023, and shall terminate effective June 30, 2026.

5.2 This Agreement shall then automatically renew from year to year unless: (1) either party provides written notice of its intent to terminate within ninety (90) days of the termination effective date set forth above; or (2) either party provides notice of intent to terminate as outlined in Section 20 herein.

5.3 In the event Client has received discounted pricing for entering into a multi-year contract and terminates this Agreement without cause prior to the above-stated termination date or as otherwise provided for under Section 25 herein, Client shall be billed and responsible for the single year cost.

6. **Notice.**

6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

Contact Name: David Nichols

Address: 55 Miller Street, Enola, PA 17025

Phone: (717)732-8468

Fax: Fax: (717)732-8414

Email: dnichols@caiu.org

6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

7. Mutual Release from Liability.

7.1 Except as otherwise provided in this Agreement, Client, on behalf of itself, its agents, employees, directors, officers, affiliates, consultants, and/or contractors (collectively “Client”) hereby releases CAIU and its agents, employees, directors, officers, affiliates, consultants, and/or contractors “CAIU”), and CAIU hereby releases Client, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever during the performance and execution of this Agreement.

7.2 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party’s agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. Mutual Indemnification.

8.1 Both parties are protected under the Commonwealth of Pennsylvania’s Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs

(including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement.

8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. Insurance Coverage.

9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances, shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance.

10. Limitation of Relationships. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture.

11. Work Product.

11.1 All work products, whether tangible or intangible, and regardless of medium, that are created, produced, engineered or otherwise devised by CAIU during the course of this Agreement are solely owned by the CAIU and may not be used, sold, or otherwise distributed by the Client in any manner which exceeds the scope of the relationship between the Client and the CAIU as described herein or as described in a contract made hereunder.

11.2 Any unauthorized use or infringement of work product by Client shall be considered a material breach.

11.3 Unless otherwise expressly stated herein, no license for use, whether expresses or implied, is given to Client by this Agreement.

12. Confidentiality.

- 12.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.
- 12.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and the business associate and subcontractor privacy rules of the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA), and all other applicable State and federal laws.
- 12.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 12 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.
- 12.4 The provisions of this Section 12 and its subsection shall survive termination or expiration of the Agreement.

13. Warranties.

- 13.1 **Unless otherwise expressly stated in Section 25 herein or in an Addendum hereto, CAIU MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IN REGARDS TO THE SERVICE(S) AND/OR PRODUCT(S) IT PROVIDES TO CLIENT, AND**
- 13.2 **CLIENT ACCEPTS THE SERVICE(S) AND/OR PRODUCT(S) PROVIDED BY CAIU “AS IS,” WITH NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.** The CAIU assumes no liability for losses, damages, or legal judgments resulting from Client’s use of any product or service provided to Client under this Agreement.
- 13.3 CAIU does not warrant that any product provided by it will perform without error or that it will run without immaterial interruption. Moreover, CAIU provides no warranty regarding, and shall therefore have no responsibility for any claim arising from a modification made by

Client unless CAIU approves such modification in writing; and/or use of the product in combination with or on products other than as specified in writing by the CAIU.

13.4 CAIU shall (a) “pass through” to Client any warranty right it receives from any third party provider of system components not authored or manufactured by CAIU (“Third Party Components”); and (b) reasonably cooperate with Client in enforcing such rights. CAIU provides no warranties, express or implied, with regard to Third Party Components, and CAIU shall not be liable for any failure of any Third Party Component to function as expected or intended.

14. **Audit.** All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

15. **Severance; Full Force and Effect.**

15.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

15.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

16. **Governing Law and Venue.**

16.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

16.2 Client hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

17. **Non-Discrimination.** The Client agrees to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by the Provider because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

18. **Compliance with Law and Policy.** During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

19. **Clearances.** As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and consultants* who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

20. **Termination.**

20.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days written notice.

20.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

21. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

22. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

23. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

24. **Entire Agreement and Modification.**

- 24.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.
- 24.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum, 2, en sic*. To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of both parties, and dated.
- 24.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.
- 24.4 It is specifically understood and agreed that every Addendum must be separately negotiated and a revised price agreed upon, in writing, by both parties.
- 24.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

25. Additional Terms and Conditions Specific to this Agreement.

- 25.1 The CAIU currently uses Barracuda to backup data. Backup exceeding 100GB shall incur an additional charge based on Barracuda's current pricing. At the end of the fiscal year, a final invoice may be sent depending on fees incurred for overages in data storage / backup storage used.
- 25.2 CAIU is able to offer additional training, beyond the training in the Scope of Work at a rate of \$1,000 a day or \$550 for a half day for districts within the CAIU footprint. Costs outside the IU15 footprint are \$1,500 a day or \$850 for a half -day, plus travel expenses (mileage, hotel, meals). Additional training is provided upon request and will require a separate quote. Supplemental invoices will be issued for this service.
- 25.3 CAIU is able to offer additional support services, including creating custom pages and custom reports, beyond the services in the Scope of Work, at the rate of \$85 an hour. This additional support is provided upon request and shall require a separate quote. Supplemental invoices shall be issued for this service.
- 25.4 If the Agreement is terminated before its natural conclusion, CAIU will work with the Client to transition to an alternate student information system selected by the Client at the rate of \$85 an hour. Any such transition plan shall be documented in writing and include the expectation of both parties
- 25.5 CAIU shall notify the Client if PowerSchool® raises it's license cost. Client shall be responsible for the extra cost of the licenses for the remainder of the Agreement term.
- 25.6 Client may purchase additional licenses at any time at the CAIU consortium cost. PowerSchool® allows for a+/- 5% variance on the number of licenses per client after the initial

purchase. However, if PowerSchool® notifies CAIU of insufficient licenses for Client, Client shall be responsible for the cost of the additional licenses. New licenses incur a one-time cost that will be passed on to the Client. After the initial purchase of additional licenses, licenses will renew at the consortium cost for the remainder of the Agreement term. The additional licenses shall require a quote. Supplemental invoices shall be issued for the additional licenses.

25.7 PowerSchool® Document Attachments is a feature which allows you to attach documents and files directly to a student's core record in the Administrative Portion of PowerSchool®, along with a Search function to manage the documents. The use of this feature requires an SSL certificate and hard drive space. CAIU is able to obtain the SSL certificate in two (2) year increments and provide hard drive space in increments of 25GB at an additional fee. This service is available upon request and shall require a separate quote. Supplemental invoices shall be issued for this service.

25.8 Maintenance and optional hosting rates may increase up to 3% annually to account for increases in salaries, benefits, and hosting costs.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT

GREENCASTLE-ANTRIM SCHOOL DISTRICT

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Rev. 4/3/2018

English as a Second Language (ESL) Specialist/Program Coordinator

The range of duties includes but is not limited to:

ESL Program coordination K-12 to increase English language proficiency through the instructional alignment of the PA Academic and English Language Development Standards in Listening, Speaking, Reading, and Writing. Guiding English Learners (ELs) toward gaining knowledge and skills socially, culturally, and academically to become productive citizens. Performing instructional duties related to the organization and implementation of an English language instructional program that will result in the students' academic success.

ESSENTIAL REQUIREMENTS:

Bachelor's degree required

PA Instructional I or II Teaching Certificate in content area

PA Program Specialist: ESL Certificate required

ESSENTIAL FUNCTIONS:

- Coordinate ESL programing and services K-12
- Coordinate professional development and/or trainings necessary for ESL staff
- Evaluate ESL programing and make recommendations to administration on behalf of the ESL program
- Determine necessary resources for high quality ESL programs
- Assists in the identification and instructional placement of ELs through the administration of required federal, state, and local policies, procedures, guidance, and assessments.
- Prepares for classes by guiding the learning process toward the achievement of established school district curriculum by showing written evidence of preparation lesson plans upon request.
- Collaborates with parents, colleagues, school personnel, and other appropriate individuals regarding the educational needs of English language learners.
- Works and communicates effectively, both orally and in writing, with students, parents, school personnel, and other professionals to plan appropriate instruction and meet student needs including, but not limited to, scheduling and instructional alignment on a regular basis.
- Maintains accurate, complete, and correct records for submission as required by the federal, state, and local law, and GASD policy procedures.
- Maintains and completes Act 48 requirements as directed by the PA Department of Education and keeps abreast of the current trends in the profession.
- Maintains a flexible attitude toward implementation of new ideas in the classroom, program and scheduling.
- Attends in-services, staff meetings, professional development opportunities, open houses, and other activities required by the administration.

EQUIPMENT		
Equipment MFG Model & Description	Serial Number	Accessories
<input type="checkbox"/> See attached schedule for additional Equipment/ Accessories		
Billing Address: _____		
Equipment Location: _____		
SUPPLIER	TRANSACTION TERMS	
Name	Payment \$ _____ (plus applicable taxes)	Term: _____ (months)
Address	Billing Period: Monthly Document Fee: \$100.00 (included on first invoice)	
City/ State/ Zip	The following additional payments are due on the date this lease is signed by you:	
	Advance Payment: \$ _____ (plus applicable taxes) Applied to: <input type="checkbox"/> First <input type="checkbox"/> Last	

1. **PAYMENTS.** Commencement of this Lease and acceptance of the Equipment described above and on any attached schedule shall occur upon delivery of the Equipment to you. You agree to inspect the Equipment upon delivery and verify such information as we may require. You agree to remit to us the Payment and all other sums described in this Lease ("Charges") when due and payable each Billing Period on the date and at the address we provide to you. Payments are due whether or not you are invoiced. You agree that cash and cash equivalents are not acceptable forms of payment for this Lease. You authorize us to adjust the Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or supplier. You agree to pay or reimburse us all sales, use and property taxes and other charges in connection with this Lease or the ownership or use of the Equipment and to pay us an administrative fee for the processing of such taxes. If a payment is not made within three (3) days of when due, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs. Restrictive endorsements on checks you send to us will not reduce your obligations to us. YOUR OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION, OR SETOFF FOR ANY REASON WHATSOEVER. THIS LEASE CANNOT BE CANCELED BY YOU FOR ANY REASON, INCLUDING EQUIPMENT FAILURE, LOSS OR DAMAGE. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OR ANY ASSIGNEE OF LESSOR AND ARE NOT AUTHORIZED TO WAIVE OR MODIFY THE TERMS OF THIS LEASE. Any fee that is charged under this Lease may include a profit and is subject to applicable taxes. We may receive compensation from the manufacturer and/or supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Payment.

2. **TITLE; MAINTENANCE; INDEMNIFICATION.** We are the owner of the Equipment (excluding software). If this Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Lease. Without our prior written consent, you may not (a) assign any rights or obligations under this Lease, (b) sub-lease the Equipment, or (c) remove the Equipment from the address indicated above. WE MAKE NO REPRESENTATION OR WARRANTY TO YOU OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS LEASE OR OTHERWISE. YOU SELECTED THE EQUIPMENT AND THE SUPPLIER. You agree to (a) keep the Equipment in good repair, condition and working order; (b) pay all costs of maintenance, supplies, replacements and repairs to the Equipment; (c) keep the Equipment free of liens; (d) USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES; (e) give us reasonable access to inspect the Equipment; and (f) indemnify us for all claims, losses and liabilities, including attorney's fees and costs (including those incurred in connection with responding to subpoenas, third party or otherwise) relating to the Equipment including its use, condition or possession. This indemnity shall continue after the Term for acts or omissions which occurred during the Term. We may increase the Payments to offset the loss of any tax benefits caused by your acts or omissions or a change in the applicable tax laws.

3. **RISK OF LOSS; INSURANCE.** You are responsible for and accept the risk of loss or damage to the Equipment. If any item of Equipment is lost, stolen or damaged, you shall repair the item or replace the item with a comparable item reasonably acceptable to us. No such loss or damage shall relieve you from your payment obligations under this Lease. At your own expense, you agree to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee, and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance, we have the right, but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Lease Term and any renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each billing period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance and on which we may make a profit.

4. **DEFAULT; REMEDIES.** If you fail to remit to us any payment within ten (10) days of its due date or you breach any other obligation under this Lease or any other agreement with us or our assignees, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Payments and Charges, (ii) the present value of all remaining Payments and Charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher) and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 5, or take possession of the Equipment, in which case we shall not be held responsible for any resulting losses or damages, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds (less reasonable selling and administrative expenses) to the amounts due hereunder; (d) charge you interest on all amounts due from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

5. **END OF TERM OPTIONS.** If you are not in default, at the end of the Term and upon 90 days written notice to us, you may either (1) purchase all of the Equipment AS-IS, WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE, for its fair market value (plus applicable taxes), as determined by us in our sole reasonable discretion, or (2) return the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications. You will pay us for any loss in value resulting from the failure to maintain the Equipment or for damages incurred in shipping and handling. If you fail to purchase or return the Equipment, this Lease shall automatically renew for an additional (12) month term and all of the provisions of this Lease shall continue to apply, including your obligation to remit Lease Payments and other charges, until the Equipment is returned to us or purchased by you in accordance with the terms of this Lease. You are solely responsible for removing all data from all disk drives or magnetic media prior to returning the Equipment and selecting an appropriate removal standard that complies with applicable law.

6. **MISCELLANEOUS.** We may, without notifying you, assign this Lease and our interest in the Equipment. If we do, our assignee will have all of our rights under this Lease, but none of our obligations. You agree not to assert against our assignee claims or defenses you may have against us. This Lease is the entire agreement between us, and cannot be modified except by another document signed by us. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us or our agent or assignee to (a) obtain credit reports and make credit inquiries, (b) release information you have about you and this Lease, including payment history, to credit reporting agencies and assignees or parties having an economic interest in this Lease or the Equipment, including the seller, supplier or manufacturer of the Equipment and (c) file a UCC financing statement with respect to the Equipment. If a court finds any provision of this Lease to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Lease, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of this Lease, you agree to pay a fee for such privilege. THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE ("UCC"). YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. You acknowledge that (a) the name of the Equipment supplier is indicated above, (b) you may have rights under the contract with the supplier, and (c) you may contact the supplier for a description of these rights. We transfer to you any supplier or manufacturer warranties. This Lease and other related documents (each a "Document") may be executed in counterparts (manually or by electronic means) by either party and transmitted to us by facsimile or other electronic means. No Document is binding on us until we sign it. When a copy of each Document containing your signature is signed by us (manually or electronically) and in our possession, then such copy shall constitute the original document for all purposes and this Lease shall constitute chattel paper as that term is defined in the UCC. If you sign or transmit any Document to us electronically, you shall provide the counterpart of such Document containing your original manual signature to us at our request. You agree not to raise as a defense to the enforcement of any Document that it was executed by electronic means by either party or transmitted to us by facsimile or other electronic means. TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS. THIS LEASE SHALL BE GOVERNED BY THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA OR THE STATE OF LESSOR OR ITS ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS, AS ELECTED BY LESSOR OR ITS ASSIGNEE. YOU CONSENT TO THE JURISDICTION AND VENUE OF FEDERAL AND STATE COURTS IN THE COMMONWEALTH OF PENNSYLVANIA OR THE STATE OF THE LESSOR OR ITS ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS, OR IN ANY OTHER COURT OR COURTS HAVING JURISDICTION OVER YOU OR YOUR ASSETS, ALL AT THE SOLE DISCRETION OF THE LESSOR OR ITS ASSIGNEE. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Lease Payment. "Services provided by Service Provider that fall outside the scope of this Agreement may be billed on different intervals and under different terms. Fees reflect a 4% discount for cash payment."

LESSOR ("We", "Us")	LESSEE ("You")
By: X _____	Lessee (Full Legal Name): _____
Name: _____	By: X _____
Title: _____	Name: _____ Title: _____
Date: _____	Date: _____ Federal Tax ID: _____

Greencastle-Antrim School District

Schedule A

Leased Equipment

Location	Model	Serial Number	ID
GAPS Work Room	eStudio 5528A		
GAPS Office	eStudio 330AC		
GAPS Nurse	Lexmark M3250		
GAPS Library	eStudio 5525AC		
GAPS Food Svcs.	eStudio 330AC		
GAPS 2 nd Flr B	eStudio 5528A		
GAPS 2 nd Flr A	eStudio 5528A		
GAMS Student Svcs.	eStudio 5528A		
GAMS Office	eStudio 3525AC		
GAMS Nurse	Lexmark M3250		
GAMS Lit Room	eStudio 5528A		
GAMS ISS	eStudio 330AC		
GAMS HR	eStudio 3525AC		
GAMS Guidance	eStudio 5528A		
GAMS Food Svcs.	Lexmark M3250		
GAMS Faculty Room	eStudio 5528A		
GAHS Student Svcs.	eStudio 5525AC		
GAHS STEAM Dept.	eStudio 330AC		
GAHS Print Shop	eStudio 6527ACT		
GAHS Print Shop	eStudio 9029A		
GAHS Print Shop	eStudio 9029A		
GAHS Office	eStudio 330AC		
GAHS Nurse	Lexmark M3250		
GAHS Library	eStudio 5528A		
GAHS Food Svcs.	Lexmark M3250		
GAHS Dock	eStudio 5528A		
GAHS 2 nd Flr	eStudio 5528A		
GAES Office	eStudio 330AC		
GAES Nurse	Lexmark M3250		
GAES Library	eStudio 5528A		
GAES Food Svcs.	Lexmark M3250		
GAES Copy Room	eStudio 3525AC		
GAES 2 nd Flr Pod	eStudio 5528A		
GAES 1 st Flr Pod	eStudio 5528A		
DOA- Transportation	Lexmark M3250		
DOA- Tech	eStudio 3525AC		
DOA- Maintenance	eStudio 330AC		
DOA- LS	eStudio 3525AC		
DOA- Food Svcs.	Lexmark M3250		
DOA 2 nd Flr	eStudio 4525AC		
DOA – Payroll	Lexmark M3250		
DOA – Food Svcs Dir	eStudio 330AC		
DOA – Acc Payable	Lexmark M3250		
TBD	6 Faxes		

400 N. Blue Ribbon Ave
Harrisburg, PA 17112



Phone: (717) 652-3310
(800) 564-7002
Fax: (717) 540-1558

HIGHER INFORMATION GROUP

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Maintenance Contract

Customer Information

Customer Name: Greencastle-Antrim School District

Address: 500 E Leitersburg St.

City / State / Zip: Greencastle, PA 17225

Contact Name: Dwight Bard

Phone No.: 717-597-3226 x60507

Email: dbard@gcasd.org

Type "A" Contract / Includes all labor, parts and supplies (except paper and staples.)

Model: Schedule A						
Mono	Total Copies: 0	Cost Per Copy: \$.002	Start Meter:	Overage:	<input type="checkbox"/> Q	<input checked="" type="checkbox"/> M <input type="checkbox"/> Y
Color	Total Copies: 0	Cost Per Copy: \$.02	Start Meter:	Overage:	<input type="checkbox"/> Q	<input checked="" type="checkbox"/> M <input type="checkbox"/> Y

Maintenance Estimated Monthly Price - \$2,420.00
BW 560,000 per month @ \$.002 - \$1,120.00
Color 65,000 per month @ \$.02 - \$1,300.00

Lease Breakdown - \$8,289.79 per month
Equipment \$3,935.62
Print Shop Operator \$4,354.17

Customer's Signature: _____ Date: _____

GREENCASTLE-ANTRIM SCHOOL DISTRICT
ATHLETIC COACH PERFORMANCE EVALUATION REPORT

☞ Athletes First – Winning Second ☞

Coach's Name	School	Sport and Position	School Year
PERFORMANCE:		RECOMMENDATION:	
_____ Satisfactory		_____ Continued Employment	
_____ Needs Improvement		_____ Continued Employment with Improvement Plan	
_____ Unsatisfactory		_____ Termination	
Coach Evaluation Key: S (Satisfactory) U (Unsatisfactory) *N/A (Indicates not applicable to Assistant Coach)			

GENERAL RESPONSIBILITIES

- _____ 1. Is familiar with and follows the athletic policies as defined by the Greencastle-Antrim School District Athletic Coach Handbook, School Board, PIAA, and the school assigned. In addition, meets all criteria in the job description.
- _____ 2. Is responsible to administration and athletic director for assigned program (varsity, junior varsity, freshman or middle school, if applicable). This includes managers, student assistants, and volunteers.
- _____ 3. Attends PIAA & Mid Penn Conference mandatory rules interpretation and other meetings for the Conference, District, etc. as required.*
- _____ 4. Is available to counsel all participants in decision-making relative to college choice, vocation or daily problems.
- _____ 5. Communicates the expectations for the team and individual student athletes, including strengths and weaknesses.
- _____ 6. Cooperates with athletic director, all other coaches, and athletic trainer to upgrade total athletic program.
- _____ 7. Cooperates and treats all personnel with respect and dignity (administration, teaching staff, players, parents, officials, opponents and fellow coaches).
- _____ 8. Oversees the safety conditions of the facility or area in which assigned sports activities are conducted at all times the athletes are present.
- _____ 9. Promotes respect by example through appearance, manners, behavior, language and conduct during practices and contests.
- _____ 10. Is prompt and consistent in meeting team for practices and contests.

MAJOR PRE-SEASON RESPONSIBILITIES

- _____ 1. Holds a pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter or certificate, etc.)

_____ 2. Secures medical clearance of student athlete participants according to PIAA requirements.

MAJOR IN-SEASON RESPONSIBILITIES

_____ 1. Cooperates with other coaches in conditioning programs to promote physical fitness.

_____ 2. Issues equipment to players and maintains records of issued items.

_____ 3. Supervises assistant coaches, assigns their respective duties, and conducts staff meetings as necessary (i.e. uniform collection, practice schedule coordination, etc.)*

_____ 4. Plans, organizes and implements the teaching of fundamentals, strategy, rules, and techniques.

_____ 5. Properly supervises student-athletes under immediate care and specifically fulfills a coach's responsibilities in conjunction with conference, district, region and state contests.

_____ 6. In cooperation with the athletic director, school nurse and athletic trainer, fulfills responsibilities to provide health services and an environment free of safety hazards.

_____ 7. Instills good health habits in student athletes, including the establishment of sound training rules.

_____ 8. In cooperation with the athletic trainer, maintains properly supplied first aid kit and emergency care cards at all times.

_____ 9. In cooperation with the athletic trainer, implements procedures for handling injuries and completing injury report forms for student health records and insurance purposes.

_____ 10. Takes proper care of equipment, supplies and facilities.

_____ 11. Assists athletic director in pre-game preparations.

_____ 12. Provides an atmosphere conducive to good sportsmanship and assists visiting team, coaches and officials.

_____ 13. Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.

_____ 14. Reports game scores and other pertinent information to all area daily media and athletic director immediately following all games.

MAJOR POST-SEASON RESPONSIBILITIES: (items to be submitted to the athletic director)

_____ 1. List of collected, inventoried and stored equipment, including detailed list of players who failed to return issued school equipment.

_____ 2. List of student athletes who completed the season (varsity letter winners, junior varsity, freshmen and middle school certificate winners, special award recipients).

_____ 3. Season record (opponents and scores, any championships won)

_____ 4. Successfully completes coach's self-evaluation and submits by required deadline to the athletic director.

GASD ATHLETIC COACH PERFORMANCE EVALUATION REPORT SIGNATURE PAGE

Evaluator's Explanation of All Unsatisfactory Ratings:

Evaluator's Comments:

Evaluator's Signature

Date

Coach's Comments:

Coach's Signature *(Signifies only that the coach has read this report.)*

Date

Administrative Review:

_____ I have reviewed this evaluation.

Administrator's Signature

Date

Evaluation developed utilizing information provided by the National Interscholastic Athletic Administrators Association (NIAAA)

ATHLETIC COACH'S SELF-EVALUATION

Coach's Name	School	Sport and Position	School Year
--------------	--------	--------------------	-------------

1. Assess the team's performance this season.
2. Assess your performance as a coach this season.
3. Indicate the major strengths of your program.
4. Indicate the major area(s) in need of improvement of your program.
5. What are your team goals for next season?
6. What are your personal goals as an athletic coach for next season?
7. Assess the role of sportsmanship for the season.