

2022-2023

Greencastle-Antrim School District

Unleash Your Influence



Empowering for Success

Children First - Commitment – Integrity – Respect - Standards

June 1, 2023

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

June 1, 2023

**Executive session – 5:00 – School Safety Report
Regular meeting - 6:00 PM**

**Board meeting will be open to the public and live streamed from the Antrim Township Building.
Check the District website for connectivity and public comment information.**

- 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 at times not designated for public comment. 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. Approval of Minutes

- A. Recommend approval of the minutes from the following meeting: May 4, 2023
- B. Recommend approval of the minutes from the following meeting: May 18, 2023

VIII. Treasurer's Report

- A. Recommend approval of the Treasurer's reports for the month ending: April 30, 2023

IX. President's Report

- A. Borough/Township Updates

X. Superintendent's Report

- A. Recommend approval of the Greencastle-Antrim Primary and Elementary Schools and Greencastle-Antrim Middle School and High School Student Handbooks/Codes of Conduct for the 2023-24 school year.

- B. Recommend approval of the Wellspan Land Donation Agreement.
- C. Recommend approval of the Athletic Coach Performance Evaluation.
- D. Recommend approval of the School Solicitor Services for 2023-24 fiscal year with Stock & Leader.
- E. Recommend approval of the updated American Red Cross Facility Use Agreement.
- F. First Reading of Policy # 251 – Students Experiencing Homelessness, Foster Care and Other Educational Instability
- G. Recommend approval of the GAMS Soccer Coaching Positions MOU
- H. Recommend approval of 2023-24 Health and Safety Plan
- I. Follow-up items:
 - June 15th Board meeting will be a voting meeting

XI. Personnel Items

- A. Recommend approval of the following professional staff resignation:
 1. Haven Benedict, - DIST Special Education Teacher effective May 31, 2023
- B. Recommend approval of the following support staff resignations:
 1. Sunshine Placko, - DIST Kitchen Worker I effective May 31, 2023
 2. Ronda Stutzman, - DIST PCA/Paraprofessional effective May 31, 2023
- C. Recommend approval of the following professional staff appointments:
 1. Kaitlin Kirby, - DIST School Nurse, (current assignment location-Middle School), Masters 45 at Step 1 effective August 16, 2023 (pending completion and acceptance of required paperwork) (Kathy Hamilton)
 2. Jessica Carter, - DIST Kindergarten Teacher, (current assignment location-Primary School), Bachelors at Step 1 effective August 17, 2023 (pending completion and acceptance of required paperwork) (Bill Doll)
- D. Recommend approval of the following support staff member for regular employment having successfully completed a ninety day orientation period:
 1. Robin Kell, - DIST Kitchen Worker II (Elementary School)
- E. Recommend approval of the following support staff transfer:
 1. Jennifer Coles FROM DIST Kitchen Worker II @ 4hrs/day TO DIST Kitchen Worker I @ 4 hrs/day (Teresa Eby)
- F. Recommend approval of the following one year (unless otherwise noted) supplemental staff assignments for the Teacher Induction Program for new professional staff:
 1. Jennifer Stephens – Mentor @ \$450.00
- G. Recommend approval of the continuance for the following supplemental staff assignments for the 2023-2024 band season:
 1. Brock Bricker, - HS Asst Band Director@ \$2,954, effective for the 2023-2024 Band Season
 2. Ryan Eberly, - HS Color Guard Coordinator @ \$2,216, effective for the 2023-2024 Band Season
 3. Matt Heckman, - HS Visual Coordinator @ \$2,638, effective for the 2023-2024 Band Season

4. Tricia Murray, MS Indoor Color Guard Instructor @ \$1,022, effective for the 2023-2024 Band Season
5. Ryan Eberly, HS Indoor Color Guard Instructor @ \$1,209 effective for the 2023-2024 Band Season
6. Brock Bricker, Indoor Percussion Instructor @ \$1,209 effective for the 2023-2024 Band Season
7. Matt Heckman, Indoor Percussion Instructor @ \$1,209 effective for the 2023-2024 Band Season

H. Recommend approval of the following additions to the District Personnel list(s):

1. Megan Barkdoll – Homebound Instruction effective May 17, 2023
2. Michele Stoner – Extended School Year effective June 1, 2023
3. Sunshine Placko – District Support Staff Substitute effective August 23, 2023
4. Todd Harshman – District Support Staff Substitute effective August 23, 2023 (bus/van aide, van driver, on-call event staff)
5. Ronda Stutzman – District Support Staff Substitute effective August 23, 2023

XII. Student Reports

XIII. Chief Financial Officer's Report

A. Request approval of the invoices as listed on the bills for payment reports for:

1. General Fund Bills – May 2023 - \$1,601,805.40
2. Student Activity Fund Bills – May 2023 - \$13,438.32

B. Request continuation of a contract with Metz Culinary Management, LLC to perform maintenance and custodial duties for the period July 1, 2023 – June 30, 2025.

C. Recommend approval to move forward with value engineering for the ACE building project and rebidding the electrical portion with an anticipated bid award approval date of August 3rd.

XIV. Adjournment

May 4, 2023

The Greencastle-Antrim School District Board of Directors met for their regular meeting on May 4, 2023. The meeting was live streamed from the Antrim Township Building, 10655 Antrim Church Road, Greencastle. The District website posted the connectivity information. The meeting was called to order at 6:00 p.m. by President, Tracy Baer. No executive session

The meeting opened with a moment of reflection and the Pledge of Allegiance.

The following Board Members were present at the time for roll call: Tracy Baer, Shannon Blanchard, Chris Bonillas (zoom), Rich Davis (zoom), Eileen Dickinson, Janon Gray (zoom), Hal Myers and Shannon Yates.

Members of the administrative staff in attendance included: Dr. Edward K. Rife, Jr., Executive Director; Angie Singer, Executive Director; Ashley Martin, Principal K-5; Mike McManus, Principal 6-12; Chad Stover, Supervisor of Student Services; Kevin Carley, PRIM Assistant Principal; Jerry Crable, Supervisor of Data; Heather Alvey, HR Director; Caroline Royer, Chief Financial Officer/Board Secretary.

High School Representatives – Shavari Maharaj and Nathan Hanks were in attendance.

Also, in attendance were Tina Anderson, Recording Secretary; Dwight Bard, Technology; approximately 3 citizens and 1 member of GAEA.

During the time of recognition of citizens, one person requested to address the Board.

- Doug Shatzer – offered thanks and prayers for the Board, entire District, students and staff and community.

*23-061 On a Blanchard - Yates motion, followed by a unanimous vote, the Board Resolved to approve the agenda.

- Recommend approval of the minutes from the April 6 & 20, 2023 meetings.

*23-062 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve the minutes from the April 6 & 20, 2023 meetings.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 8-0		

- Recommend approval of the Treasurer’s report for the month ending, March 2023.

*23-063 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve the March 2023 Treasurer’s reports.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 8-0		

PRESIDENT’S REPORT

- Election of Board Treasurer for a one-year term, beginning July 1, 2023.
Nomination – Janon Gray

*23-064 On a Blanchard - Myers motion, followed by a roll call vote, the Board Resolved to approve Janon Gray as Board Treasurer for a one-year term, beginning July 1, 2023.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

- Recommend retaining Dr. Lura Hanks as Superintendent of the Greencastle-Antrim School District for a period of five years, beginning July 1, 2023 and ending June 30, 2028.

*23-065 On a Yates - Blanchard motion, followed by a roll call vote, the Board Resolved to retain Dr. Lura Hanks as Superintendent of the Greencastle-Antrim School District for a period of five years, beginning July 1, 2023 and ending June 30, 2028.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

- Borough/Township Updates – none

SUPERINTENDENT’S REPORT (Exhibit available in records.)

- A. Recommend approval of the Foundational Literacy Curriculum Blueprint.

*23-066 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve the Foundational Literacy Curriculum Blueprint.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

- B. Recommend approval to purchase Flipping Book.

*23-067 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve purchasing Flipping Book.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

- C. Recommend eliminating Policy # 231 – Class trip

*23-068 On a Bonillas - Dickinson motion, followed by a roll call vote, the Board Resolved to approve eliminating Policy # 231 – Class trip.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

- D. Recommend 2nd and final readings of Policy # 249 – Bullying and Policy # 800 – Records Management.

*23-069 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve the 2nd and final readings of Policy # 249 – Bullying and Policy # 800 – Records Management.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

E. Follow-up items:

- May 18 – Code of Conduct Presentation
- May 18 – FCCTC Annex Roof Resolution
- May 18 – District Printing Request for Proposal
- May 18 – 2023-34 Advanced Purchase Orders
- May 18 – Elementary Presentation
- May 18 – Voting meeting
- June 15 – Voting meeting

*23-070 On a Blanchard-Dickinson motion, followed by a roll call vote, the Board Resolved to approve the Personnel Items on tonight’s agenda.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 8-0

XI. Personnel Items

- A. Recommend approval of the following support staff resignation for the purpose of retirement:
1. Teresa Sellers, - DIST Kitchen Manager (GAPS), effective May 31, 2023 (26.87 credit years of service with PSERS, 27 with G-ASD)
- B. Recommend acceptance of the following support staff resignation:
1. Teresa Eby, - DIST Kitchen Worker I (GAHS) effective May 31, 2023
- C. Recommend acceptance of the following supplemental staff resignations:
1. Jamie Coy, - DIST HS Asst Girls Soccer Coach effective December 13, 2022
 2. Destiny Thrush, - DIST MS Asst Girls Field Hockey Coach effective April 4, 2023
 3. Tara Clopper, - DIST MS Yearbook Co-Advisor effective April 19, 2023
 4. Rebecca Rice, - DIST MS Yearbook Co-Advisor effective April 19, 2023
 5. Amanda Bietsch, - DIST HS Marching Band Staff effective May 8, 2023
- D. Recommend approval of the following support staff member for regular employment status having successfully completed a ninety day orientation period:
1. Stephanie Thompson, - DIST Office Assistant (High School)
- E. Recommend approval of the following professional staff appointments:
1. Madison Durmiak, - DIST Kindergarten Teacher, (current assignment location – Primary School), Bachelors at Step 1 effective April 24, 2023 (Ronda Hoover)
 2. Allison Beeler, - DIST Physical Education Teacher, (current assignment location – Elementary School), Bachelors at Step 3 effective August 17, 2023 (pending completion and acceptance of all required paperwork) (Julie Brookens)
- F. Recommend approval of the following additions to the District Personnel list(s):
1. Hannah Fratrack – Extended School Year effective June 1, 2023
 2. Sharon Gossard – Extended School Year effective June 1, 2023
 3. Jessica Hartman – Extended School Year effective June 1, 2023
 4. Lauren Horan – Extended School Year effective June 1, 2023
 5. Melissa Updyke – Extended School Year effective June 1, 2023
 6. Meaghan Baluta – Extended School Year effective June 1, 2023
 7. Sandra Turman – Extended School Year effective June 1, 2023
 8. Tina Botzan – Extended School Year effective June 1, 2023
 9. Donna Oyler – Extended School Year effective June 1, 2023
 10. Teresa Hollinger effective May 4, 2023 – District Support Staff Substitute (bus/van aide)
 11. Teresa Sellers effective July 1, 2023 – District Support Staff Substitute (Food Service)
- G. Recommend approval of the 245 day and 260 day staff holidays for the 23-24 school year

STUDENT REPORT

- Shavari Maharaj – reported that the regular track season is over, MS and HS invitationals coming up for those who qualified. There will be a band concert on Sunday.
- Nathan Hanks – Girls softball recognized the seniors at an emotional Sr. night, Peer Leaders just hosted Wellness Week leading up to the Prom on Saturday night at Green Grove Gardens.

CHIEF FINANCIAL OFFICER’S REPORT

- Caroline Royer presented the following list of bills for the Board’s consideration for approval:
 General Fund Bills – April 2023 - \$3,672,378.67 (Exhibit available in records.)
 Student Activity Bills – April 2023 - \$295.51

*23-071 On a Blanchard-Dickinson motion, followed by a roll call vote, the Board Resolved to approve the list of bills as presented by the Chief Financial Officer.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 8-0		

- Recommend approval approval of the 2023-2024 Proposed General Fund Budget with revenues of \$48,876,123 and expenditures of \$52,371,395. The deficit is balanced by \$3,495,272 from existing fund balance for a portion of the ACE project, HS furniture, and flooring. The revenues include an additional \$386,182 derived from a proposed 1.5% tax increase and used to offset the \$175,307 operating deficit and allow for an additional \$210,875 to be transferred into the Capital Projects fund for a total projected transfer of \$460,875.

*23-072 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve the 2023-2024 Proposed General Fund Budget with revenues of \$48,876,123 and expenditures of \$52,371,395. The deficit is balanced by \$3,495,272 from existing fund balance for a portion of the ACE project, HS furniture, and flooring. The revenues include an additional \$386,182 derived from a proposed 1.5% tax increase and used to offset the \$175,307 operating deficit and allow for an additional \$210,875 to be transferred into the Capital Projects fund for a total projected transfer of \$460,875.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 8-0		

- Recommend committing \$3,495,272 as projected above, \$2,635,484 of the existing fund balance for future projects, keeping \$2,274,500 for future benefit expense, which allows \$4,189,711 in unassigned funds which is 8% of the budgeted 23-24 proposed expenditures. The unassigned can change at the completion of the 2022-2023 fiscal year and will be assigned, as applicable, to keep in compliance.

*23-073 On a Blanchard - Dickinson motion, followed by a roll call vote, the Board Resolved to approve committing \$3,495,272 as projected above, \$2,635,484 of the existing fund balance for future projects, keeping \$2,274,500 for future benefit expense, which allows \$4,189,711 in unassigned funds which is 8% of the budgeted 23-24 proposed expenditures. The unassigned can change at the completion of the 2022-2023 fiscal year and will be assigned, as applicable, to keep in compliance.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 8-0		

- Recommend approval of the Franklin County Career and Technology Center’s Proposed 2023-2024 General Fund Budget as presented, totaling \$794,875, which is a \$34,327 decrease from the 2022-2023 year.

*23-074 On a Yates - Blanchard motion, followed by a roll call vote, the Board Resolved to approve the Franklin County Career and Technology Center’s Proposed 2023-2024 General Fund Budget as presented, totaling \$794,875, which is a \$34,327 decrease from the 2022-2023 year.

Baer – yes	Davidson – absent	Gray – absent
Blanchard – yes	Davis – yes	Myers – yes
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 7-0		

Recognition of Citizens - none

*23-075 On a Yates-Dickinson motion, followed by a unanimous voice vote, the Board Resolved to adjourn the meeting.

Motion carried.

The meeting was adjourned at 6:29 p.m.

President

Secretary

May 18, 2023

The Greencastle-Antrim School District Board of Directors met for their work session / advertised voting meeting on May 18, 2023. The meeting was live streamed from the Antrim Township Building, 10655 Antrim Church Road, Greencastle. The District website posted the connectivity information. The meeting was called to order at 6:00 p.m. by President, Tracy Baer.

The meeting opened with a moment of reflection and the Pledge of Allegiance.

The following Board Members were present at the time for roll call: Tracy Baer, Shannon Blanchard, Chris Bonillas, Rich Davis, Eileen Dickinson, Janon Gray and Shannon Yates.

Members of the administrative staff in attendance included: Dr. Lura Hanks, Superintendent; Dr. Edward K. Rife, Jr., Executive Director; Angie Singer, Executive Director; Ashley Martin, Principal K-5; Chad Stover, Supervisor of Student Services; Chelsey Robinson, ELEM Assistant Principal, Mike McManus, Principal 6-12; Kevin Carley, PRIM Assistant Principal; Heather Alvey, HR Director; Caroline Royer, Chief Financial Officer/Board Secretary.

High School Representatives – Shavari Maharaj and Nathan Hanks were in attendance.

Also, in attendance were Tina Anderson, Recording Secretary; Dwight Bard, Technology and approximately 10 citizens, 1 GAEA Member and 3 students.

During the time of recognition of citizens, one person requested to address the Board.

- Doug Shatzer – offered prayer

*23-076 On a Bonillas-Yates motion, followed by a unanimous vote, the Board Resolved to approve the agenda.

PRESIDENT'S REPORT

- Borough/Township Updates – none

PRESENTATIONS (Exhibit available in records.)

- Elementary Class Projects – Mrs. Martin and Mrs. Burket (students – Sheldon Tharp, Luke Cool and Sophia Maddox)
- Code of Conducts – Kevin Carley and Mike McManus
- ACE Update (VC2) – Dr. Rife

SUPERINTENDENT'S REPORT (Exhibit available in records.)

- 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.

*23-077 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve the acceptance of a 12th grade student as a tuition student for the 2023-24 school year.

Baer – yes

Davidson – absent

Gray – yes

Blanchard – yes

Davis – yes

Myers – absent

Bonillas – yes

Dickinson – yes

Yates – yes

Motion carried 7-0

- C. Recommend approval of the following contract for one slot at River Rock Academy for alternative education services for the 2023-34 school year.

*23-078 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve the following contract for one slot at River Rock Academy for alternative education services for the 2023-24 school year.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

- 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.

*23-079 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve the following contract for additional services as needed at River Rock Academy for alternative education services for the 23-24 school year.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

- 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.

*23-080 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve 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.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

- F. Recommend approval to increase the 2023-24 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.

*23-081 On a Yates - Blanchard motion, followed by a roll call vote, the Board Resolved to approve the increase the 2023-24 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.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

- G. Recommend approval of the Flexible Instructional Program

*23-082 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve the Flexible Instructional Program.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

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

- Recommend approval of the personnel items on tonight's agenda.

*23-083 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve the personnel items on tonight's agenda.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

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.

*23-084 On a Yates - Bonillas motion, followed by a roll call vote, the Board Resolved to approve the purchase of 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.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes

Motion carried 7-0

- 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.

*23-085 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve 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.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 7-0		

- 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.

*23-086 On a Blanchard-Bonillas motion, followed by a roll call vote, the Board Resolved to approve 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.

Baer – yes	Davidson – absent	Gray – yes
Blanchard – yes	Davis – yes	Myers – absent
Bonillas – yes	Dickinson – yes	Yates – yes
Motion carried 7-0		

BOARD Committee Report and Discussion

- Personnel – none
- Facilities – none
- Budget – none

STANDING Committee Reports

- Franklin Learning Center – Tracy Baer and Dr. Hanks reported that the LC adopted the L.I.U. policies.
- FCCTC – Shannon Yates reported that they will be meeting next week.
- LIU – Janon Gray reported that they discussed job descriptions and membership renewals.

DISTRICT Updates

- Facilities Report – Emailed monthly information

REVIEW of upcoming board meeting

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

STUDENT REPORT

- Shavari Maharaj – reported that some members of Track & Field will be going to Districts this Friday and Saturday.
- Nathan Hanks – reported that Girls’ softball is the Mid Penn Champions. Finals are next week and things are winding down in the final stretch of this school year.

Dr. Rife presented Shavari with a certificate and thanks for serving as a student rep. on the school board for the last 2 years. Six students ran for the open position and Bailey Wilhide will be the Junior representative starting next school year.

OLD BUSINESS

- ACE Bidding Update

NEW BUSINESS

- Wellspan Land Donation Agreement Review
- Athletic Coach Performance Evaluation Report – Dr. Rife (Exhibit available in records.)

Recognition of Citizens – none

*23-087 On a Bonillas - Yates motion, followed by a unanimous voice vote, the Board Resolved to adjourn the meeting.

Motion carried.

The meeting was adjourned at 7:01 p.m.

President

Secretary

**Greencastle-Antrim School District
 Treasurer's Report
 For Board Meeting
 April 2022-2023**

Ending Date: 04/30/23

Fund 10

BEGINNING BOOK BALANCES 03/31/23

CASH - ArbiterPay	8,566.50
CASH F & M BANK - CHECKING	4,210,809.77
CASH P S D L A F	63,176.34
CASH P L G I T	19,823,055.32
Petty Cash - Non-Categorical	1,850.00
	24,107,457.93

INCOME

April Interest Earned 042023160	70,365.21
April Interest Earned 042023161	11,873.83
CASH P L G I T 1190	-111,080.19
CASH F & M BANK - CHECKING 1848	95.00
CASH F & M BANK - CHECKING CR1839	275,000.00
CASH F & M BANK - CHECKING CR1840	1,498.00
LOCAL SERVICE TAX CR1841	730.12
EARNED INCOME TAX CR1842	158,678.24
CASH F & M BANK - CHECKING CR1843	2,295.85
DELINQUENT TAX CR1844	99,326.42
CASH F & M BANK - CHECKING CR1845	50,403.94
CASH F & M BANK - CHECKING CR1846	335.00
CASH F & M BANK - CHECKING CR1847	378.03
CASH F & M BANK - CHECKING CR1850	58,889.72
CASH F & M BANK - CHECKING CR1851	5,211.34
CASH P L G I T CR1852	188,978.51
CASH P L G I T CR1853	111,080.19
CASH P L G I T CR1854	1,113,080.00
Athletic Ticket Sales CR1855	1,060.00
CASH F & M BANK - CHECKING CR1856	7,521.10
	2,045,720.31

EXPENDITURES

ATHLETICS - CONTRACTED CARRIERS (CC)	-1,793.75
ATHLETICS - CONTRACTED CARRIERS - TRIP 245 (CC)	-178.94
ATHLETICS - CONTRACTED CARRIERS - TRIP 250 (CC)	-156.21
ATHLETICS - CONTRACTED CARRIERS - TRIP 250 (CC)	-156.22
ATHLETICS - CONTRACTED CARRIERS- TRIP 240 (CC)	-289.67
ATHLETICS - CONTRACTED CARRIERS-TRIP 188 (CC)	-205.14
ATHLETICS - CONTRACTED CARRIERS-TRIP 235 (CC)	-292.00
AUTISTIC SUPPORT GENERAL SUPPLIES (CC)	-22.69
CONTRACTED CARRIERS- LIU Pre-School (CC)	-554.75
CONTRACTED CARRIERS-Van 77 (BAND ONLY) (CC)	-670.25
FISCAL SERVICES GENERAL SUPPLIES (CC)	-97.99
GUIDANCE SERVICES GENERAL SUPPLIES (CC)	-313.32
HOMEBOUND INSTRUCTION TRAVEL (CC)	-220.08
LEARNING SUPPORT (LD/EMR) GENERAL SUPPLIES (CC)	-74.90
LEGAL SERVICES OTHER PROFESSIONAL SERVICES (CC)	-8,238.50
LIFE SKILLS SUPPORT GENERAL SUPPLIES (CC)	-9.00
LIFE SKILLS SUPPORT WORKMEN'S COMPENSATION (CC)	-156.06
NONPUBLIC TRANSPORTATION CONTRACTED CARRIERS (CC)	-13,514.54
NURSING SERVICES GENERAL SUPPLIES (CC)	-94.20
OFFICE OF PRINCIPAL SERVICES GENERAL SUPPLIES (CC)	-337.23
OPERATION OF BUILDING SERVICE CUSTODIAL SUPPLIES (CC)	-12,716.66
OPERATION OF BUILDING SERVICE GENERAL SUPPLIES (CC)	-2,248.72
OPERATION OF BUILDING SERVICE MAINTENANCE SUPPLIES/PARTS (CC)	-390.30

**Greencastle-Antrim School District
 Treasurer's Report
 For Board Meeting
 April 2022-2023**

Ending Date: 04/30/23

OPERATION OF BUILDING SERVICE OTHER PROFESSIONAL SERVICES (CC)	-126,761.76
OPERATION OF BUILDING SERVICE WATER/SEWAGE (CC)	-17,571.66
REG PROGRAMS-ELEM / SECOND BOOKS AND PERIODICALS (CC)	-6,723.11
REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES (CC)	-12,681.66
REG PROGRAMS-ELEM / SECOND REPAIRS/MAINTENANCE-EQUIPT. (CC)	-20.00
REG PROGRAMS-ELEM / SECOND WORKMEN'S COMPENSATION (CC)	-299.56
SCHOOL LIBRARY SERVICES BOOKS AND PERIODICALS (CC)	-1,171.80
SCHOOL LIBRARY SERVICES GENERAL SUPPLIES (CC)	-165.15
SCHOOL SPONSORED ATHLETICS GENERAL SUPPLIES (CC)	-3,438.00
STUDENT ACTIVIT - CONTRACTED CARRIERS (CC)	-275.12
TUITION REIMBURSEMENT (CC)	-2,120.31
VEHICLE OPERATION SERVICES CONTRACTED CARRIERS (CC)	-1,302.24
VEHICLE OPERATION SERVICES DIESEL FUEL (CC)	13.98
VEHICLE OPERATION SERVICES GASOLINE (CC)	-7,428.01
22-23 Semi Annual PMT (CC)	-14,200.00
3-16-23 School Board work session meeting (CC)	-51.55
3-28-23 Finance Committee Meeting (CC)	-46.24
9th Installment of 10 (CC)	-2,679.91
A. Duie Pyle Settlement Refund (CC)	-29,335.32
ATHLETICS - CONTRACTED CARRIERS (CC)	-1,716.34
ATHLETICS - CONTRACTED CARRIERS - TRIP 245 (CC)	-178.95
AUTISTIC SUPPORT - PROF. ED. SERV.-OTHER LEA'S (CC)	-9,585.00
Admin Storage Rental (CC)	-120.00
Admin and Odysseyware Fees (CC)	-20,069.74
Aides (CC)	-1,542.00
April May June Unemployment Services 2023 (CC)	-338.07
Athletic Field Paint (CC)	-386.20
Athletic Field Portable Toilets (CC)	-262.00
BCBA Consultation (CC)	-1,300.00
CF Suit (CC)	-360.00
Camera replacement (CC)	-2,557.64
Cell Phone March (CC)	-1,631.24
Cell Phone Reimbursement (CC)	-75.00
Contracted Driver PMT 8 of 10 (CC)	-11,821.96
Contracted Driver PMT 8 of 10 (CC)	-241,592.56
DATA PROCESSING SERVICES - EDCATNL.SOFTWARE/LICENSE FEES (CC)	-266.20
Diesel & Gas Registration Fee (CC)	-175.00
Diesel Fuel (CC)	-30,249.98
Discount (CC)	13.29
EMPLOYEE - ED DUES (CC)	-13,909.12
Elevator maintenance April-June (CC)	-1,204.32
Engineering Review ACE Building (CC)	-480.00
FEDERAL REGULAR PROGRAMS - CAPITAL EQUIP-ORIG & ADDITIONS (CC)	-1,300.00
FVA Instructor Stipends (CC)	-81,285.75
Filter installation with lead Cartridge (CC)	-1,938.42
Fire alarm pull station repair at HS (CC)	-422.30
Fuel Allowance (CC)	1,139.68
GAHS to Nellie Fox Bowling (CC)	-90.00
GASD Pre K Grant (CC)	-41,369.45
GUIDANCE SERVICES - CONTRACTED CARRIERS (CC)	-491.88
GUIDANCE SERVICES - CONTRACTED CARRIERS 10th College Tour (CC)	-733.90
Gym Protection over Pull Stations (CC)	-584.60
Homebound instruction (CC)	-828.60
Hot Spots (CC)	-765.00
INST SP. PROG./MULTI-HNDCP SUP - PROF. ED. SERV.-OTHER LEA'S (CC)	-16,486.20

Greencastle-Antrim School District
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For Board Meeting
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Ending Date: 04/30/23

INST. SPECIAL PROG./OTHR SUPP. - PROF. ED. SERV.-OTHER LEA'S (CC)	-5,751.00
INSTRU'L/CURRICLM DEVELOP SER - GENERAL SUPPLIES (CC)	-82.84
INSTRUCT'L STAFF DEVELOP SERV CERT - BOOKS AND PERIODICALS (CC)	-82.85
INSTRUCT'L STAFF DEVELOP SERV CERT - Employee training & dev (CC)	-3,450.00
Igniter/flame replacement kit (CC)	-256.49
Impact Fee (CC)	-1,651.31
Junior Class to PennState Mont Alto (CC)	-136.00
LEARNING SUPPORT (LD/EMR) - EDCATNL.SOFTWARE/LICENSE FEES (CC)	-120.00
LIFE SKILLS SUPPORT - PROF. ED. SERV.-OTHER LEA'S (CC)	-9,585.00
Long Term Disability (CC)	-40.90
Long Term Disability (CC)	-396.87
Long Term Disability April 2023 (CC)	-69.15
MS Student to Blue Heron (CC)	-281.20
MS Water Testing (CC)	-250.00
Monthly Copier Lease PMT #9 (CC)	-8,911.32
NEW ACE Building (CC)	-57,210.17
Natural Gas Commodity (CC)	-5,623.57
OFFICE OF PRINCIPAL SERVICES - EDCATNL.SOFTWARE/LICENSE FEES (CC)	-64.29
OT Services (CC)	-813.45
OT/PT Services (CC)	-3,272.40
PAFPC Conference (CC)	-1,283.52
PD Supplies (CC)	-38.99
PMT #10 Trash Disposal (CC)	-4,229.60
PMT #9 District Electric (CC)	-14,948.95
PMT #9 Envo Center (CC)	-508.64
PMT #9 Special Ed Billing (CC)	-90,895.20
PMT #9 Stadium (CC)	-188.14
PMT #9 Tech House (CC)	-356.38
PMT #9 Telephone (CC)	-821.56
PMT 10 Technology Management (CC)	-41,429.33
PO 22230772 (CC)	-480.13
PO 22230917 (CC)	-76.74
PRE-KINDERGARTEN - GENERAL SUPPLIES (CC)	-2,555.99
Payroll Deductions & Withhold - Life Insurance (CC)	-2,092.35
Pest Management (CC)	-522.04
Postage (CC)	-806.50
Pressure Washer (CC)	-99.00
Public Library Materials (CC)	-46.68
REG PROGRAMS - GENERAL SUPPLIES (CC)	-10,460.48
REG PROGRAMS-ELEM / SECOND - EDCATNL.SOFTWARE/LICENSE FEES (CC)	-791.36
Repair EL Bridge (CC)	-130.80
Repair in HS Art Room (CC)	-96.27
Reset Camera (CC)	-150.00
Roll Off Dumpster (CC)	-25.00
Roll Off Dumpster/Disposal Fee (CC)	-841.40
SECURITY SERVICES - EDCATNL.SOFTWARE/LICENSE FEES (CC)	-416.38
STUDENT ACTIVIT - CONTRACTED CARRIERS (CC)	-2,102.76
SYSTEM-WIDE TECHNOLOGY SERVICE - EDCATNL.SOFTWARE/LICENSE FE (CC)	-236.81
Schedule 7 intial payment (CC)	-20,000.00
Special Ed Tuition March 2023 (CC)	-3,910.94
Staff development noninstruct noncert - Employee training & (CC)	-100.00
Sub for Teachers week ending 4-7-23 (CC)	-194.85
Subs for Teachers week ending 3-17-23 (CC)	-7,709.58
Subs for Teachers week ending 3-24-23 (CC)	-13,803.24
Subs for Teachers week ending 3-31-2023 (CC)	-2,470.70

**Greencastle-Antrim School District
 Treasurer's Report
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Ending Date: 04/30/23

Subs for Teachers week ending 3-31-23 (CC)	-8,963.13
Subs for Teachers week ending 4-7-23 (CC)	-7,382.30
Supplies-Classroom materials (CC)	-65.88
TUITION REIMBURSEMENT (CC)	-612.00
Tuition (CC)	-55,016.93
Tuition-March 2023 Invoice (CC)	-1,287.00
Tuition (CC)	-2,500.83
VEHICLE OPERATION SERVICES - GENERAL SUPPLIES (CC)	-135.50
Void Stamp for Caroline (CC)	-9.67
EMPLOYEE SHARE OF DDF Direct Deposit Fixed (PD) P0421A1022	-28,802.00
EMPLOYEE SHARE OF DDN Direct Deposit Net (PD) P0421A1022	-971,322.99
NET PAY NOT DIRECT DEPOSITED (PD) P0421A1022	-22,178.44
April medical active (WT)	-285,226.00
April medical retiree (WT)	-819.00
Debt service interest GOB 2020 (WT)	-110,350.00
Debt service interest GOB 2021 (WT)	-122,850.00
Debt service principal GOB 2020 (WT)	-590,000.00
Debt service principal GOB 2021 (WT)	-655,000.00
EMPLOYEE - Accident - 04/07/23 (WT)	-101.35
EMPLOYEE - Accident - 04/21/23 (WT)	-101.35
EMPLOYEE - CHILD SUPPORT - 04/07/23 (WT)	-515.38
EMPLOYEE - CHILD SUPPORT - 04/21/23 (WT)	-515.38
EMPLOYEE - Cancer Post Tax - 04/07/23 (WT)	-28.43
EMPLOYEE - Cancer Post Tax - 04/21/23 (WT)	-28.43
EMPLOYEE - Cancer Pre Tax - 04/07/23 (WT)	-130.85
EMPLOYEE - Cancer Pre Tax - 04/21/23 (WT)	-130.85
EMPLOYEE - Disability - 04/07/23 (WT)	-2,824.09
EMPLOYEE - Disability - 04/21/23 (WT)	-2,824.09
EMPLOYEE - EE MD TAX WITHHOLDING - 04/07/23 (WT)	-824.74
EMPLOYEE - EE MD TAX WITHHOLDING - 04/21/23 (WT)	-824.74
EMPLOYEE - EE PA TAX WITHHOLDING - 04/07/23 (WT)	-22,576.73
EMPLOYEE - EE PA TAX WITHHOLDING - 04/21/23 (WT)	-22,492.95
EMPLOYEE - FSA Limited - 04/07/23 (WT)	-25.00
EMPLOYEE - FSA Limited - 04/21/23 (WT)	-25.00
EMPLOYEE - FSADEPN - 04/07/23 (WT)	-713.86
EMPLOYEE - FSADEPN - 04/21/23 (WT)	-713.86
EMPLOYEE - FSAMED - 04/07/23 (WT)	-3,888.49
EMPLOYEE - FSAMED - 04/21/23 (WT)	-3,888.49
EMPLOYEE - Federal Income Tax - 04/07/23 (WT)	-57,717.65
EMPLOYEE - Federal Income Tax - 04/21/23 (WT)	-57,952.12
EMPLOYEE - HSA EE - 03/24/23 (WT)	-2,347.47
EMPLOYEE - HSA EE - 04/07/23 (WT)	-2,347.47
EMPLOYEE - HSA EE - 04/21/23 (WT)	-2,347.47
EMPLOYEE - Life Ins - 04/07/23 (WT)	-1,146.49
EMPLOYEE - Life Ins - 04/21/23 (WT)	-1,146.49
EMPLOYEE - Medicare - 04/07/23 (WT)	-10,828.80
EMPLOYEE - Medicare - 04/21/23 (WT)	-10,789.23
EMPLOYEE - Social Security - 04/07/23 (WT)	-46,302.73
EMPLOYEE - Social Security - 04/21/23 (WT)	-46,133.56
EMPLOYER - Medicare - 04/07/23 (WT)	-10,828.80
EMPLOYER - Medicare - 04/21/23 (WT)	-10,789.23
EMPLOYER - Social Security - 04/07/23 (WT)	-46,302.73
EMPLOYER - Social Security - 04/21/23 (WT)	-46,133.56
Emergency permit for LT sub (WT)	-100.00
Emergency permit for LT sub by credit card (WT)	-100.00

**Greencastle-Antrim School District
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March dental- active, retirees, Cobra (WT)	-14,614.16
March vision - active, retirees, Cobra (WT)	-1,175.45
PAYROLL DEDUCT. & WITHHOLDINGS - 457 (WT)	-200.00
PAYROLL DEDUCT. & WITHHOLDINGS - Accident Insurance (WT)	-202.70
PAYROLL DEDUCT. & WITHHOLDINGS - Cancer - post tax (WT)	-56.86
PAYROLL DEDUCT. & WITHHOLDINGS - Cancer Pre tax (WT)	-261.70
PAYROLL DEDUCT. & WITHHOLDINGS - Disability Insurance (WT)	-5,648.18
PAYROLL DEDUCT. & WITHHOLDINGS - EMPLOYEE RETIREMENT W'HOLDI (WT)	-124,261.23
PAYROLL DEDUCT. & WITHHOLDINGS - GASD LST TAX (WT)	-3,990.00
PAYROLL DEDUCT. & WITHHOLDINGS - LOCAL EARNED INCOME TAX W'H (WT)	-52,255.62
PAYROLL DEDUCT. & WITHHOLDINGS - Life insurance whole & term (WT)	-2,292.98
PAYROLL DEDUCT. & WITHHOLDINGS - TAX SHELTERED ANNUITIES (WT)	-30,273.00
PAYROLL DEDUCT. & WITHHOLDINGS - UNEMPLOYMENT COMP. TAX (WT)	-3,193.47
Payroll Deductions & Withhold - Retirement Contributions (WT)	-3,548.73
Sinking fund deposit GOB 2020 (WT)	6,003.21
Sinking fund deposit GOB 2021 (WT)	7,119.11
advertising for food service director pd w/credit card (WT)	-171.00
	-4,584,854.40

ENDING BOOK BALANCE *****

21,568,323.84

ENDING BOOK BALANCES 04/30/23

CASH - ArbiterPay	9,714.50
CASH F & M BANK - CHECKING	4,298,103.96
CASH P S D L A F	63,422.12
CASH P L G I T	17,195,233.26
Petty Cash - Non-Categorical	1,850.00
	21,568,323.84

**Greencastle-Antrim School District
 Treasurer's Report
 For Board Meeting
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Ending Date: 04/30/23

Student Sponsored Activity

BEGINNING BOOK BALANCES 03/31/23		34,743.62
CASH - NON-CATEGORICAL		86,601.84
Cash Control Account		83.00
PETTY CASH - NON-CATEGORICAL		50.00
PETTY CASH - NON-CATEGORICAL		121,478.46

INCOME

Tri-M Supplies/Dues 23-56		1,339.00
Blue Devil Crew; Class of 2023; Class of 2024 23-57		1,990.00
Class of 2024 Return Startup Cash (Prom Ticket Sales) 23-58		6,001.15
Interest Pd - April 23-59		427.29
		9,757.44

EXPENDITURES

Blue Devil Crew Cafe supplies - April (HC)		-123.47
Blue Devil Crew Lunch Cafe (HC)		-403.77
Blue Devil Crew Lunch Cafe Supplies (HC)		-228.17
Choir Celebration Supplies (HC)		-42.95
Class of 2024 - Prom Supplies (HC)		-652.44
Donuts for choir celebration (HC)		-92.76
Gift Cards - Student Awards (HC)		-180.00
Gift Cards - Student Awards (HC)		-130.00
Graduation Tickets (HC)		-164.70
President's Education Award - MS PEAP (HC)		-178.83
SHS - Supplies (HC)		-714.80
Student Awards (HC)		-909.60
Transportation expenses TBD (HC)		-180.00
Tri-M T-Shirts (HC)		-277.12
NHS Supplies - e-check (WT)		-1,664.00
		-5,942.61

ENDING BOOK BALANCE ***** 125,293.29

ENDING BOOK BALANCES 04/30/23

CASH - NON-CATEGORICAL		33,371.24
Cash Control Account		91,789.05
PETTY CASH - NON-CATEGORICAL		83.00
PETTY CASH - NON-CATEGORICAL		50.00
		125,293.29

Date: 05/17/23
Time: 11:46:56

**Greencastle-Antrim School District
Treasurer's Report
For Board Meeting
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Ending Date: 04/30/23

Fund 32

BEGINNING BOOK BALANCES 03/31/23

Cash - PLGIT

3,137,664.18

3,137,664.18

INCOME

April Interest Earned 32-296

12,025.20

12,025.20

ENDING BOOK BALANCE *****

3,149,689.38

ENDING BOOK BALANCES 04/30/23

Cash - PLGIT

3,149,689.38

3,149,689.38

Date: 05/17/23
Time: 11:46:56

**Greencastle-Antrim School District
Treasurer's Report
For Board Meeting
April 2022-2023**

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Ending Date: 04/30/23

Fund 71

BEGINNING BOOK BALANCES 03/31/23

Payroll Fund

1,498.00

1,498.00

EXPENDITURES

Internal Balances (liability Balance) - Non-Categorical (WT)

-1,498.00

-1,498.00

ENDING BOOK BALANCE *****

0.00

ENDING BOOK BALANCES 04/30/23

0.00

Greencastle-Antrim School District
Statement of Revenues and Expenditures 2022-2023

		<u>Total Adjusted Budget</u>	<u>Current Year Actual</u>	<u>YTD Original Budget Variance</u>	<u>Percent Total Original Budget Remaining</u>
Revenues					
6500	EARNINGS ON INVESTMENTS	0.00	13,570.25	-13,570.25	0.00%
6600	FOOD SERVICE REVENUE	0.00	452,418.41	-452,418.41	0.00%
6900	REVENUE FROM LOCAL SOURCES	0.00	4,472.97	-4,472.97	0.00%
7100	INSTRUCTIONAL OR OPERATING SUBSIDY	0.00	13,476.00	-13,476.00	0.00%
7600	REVENUE FOR MILK-LUNCH-BREAKFAST	0.00	90,843.58	-90,843.58	0.00%
7800	STATE SHARE OF SOCIAL SECURITY	0.00	50,637.25	-50,637.25	0.00%
8500	FEDERAL REVENUE	0.00	650,753.64	-650,753.64	0.00%
9400	SALE-COMPENSATION FOR FIXED ASSETS	0.00	114.50	-114.50	0.00%
	Total Revenues	0.00	1,276,286.60	-1,276,286.60	0.00%
Expenditures					
3100	FOOD SERVICES	0.00	1,137,121.58	-1,137,121.58	0.00%
5200	FUND TRANSFERS	0.00	275,000.00	-275,000.00	0.00%
	Total Expenditures	0.00	1,412,121.58	-1,412,121.58	0.00%
		0.00	-135,834.98	135,834.98	

BEGINNING FUND BALANCE
 728,654.52

FUND BALANCE ACTIVITY
 -104,982.11

FUND BALANCE VARIANCE
 -16,825.14

ENDING FUND BALANCE
 606,847.27

To: Board of School Directors
 From: Kevin Carley & Chelsey Robinson
 Date: May 3, 2023
 Re: Primary/Elementary Code of Conduct Changes

The following are the recommended changes to the Primary/Elementary Code of Conduct for the 2023-24 school year.

- Page 7 -Replace old District Attendance Policy with the new Updated District Attendance Policy.

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.

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.
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Unlawful Absences

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.

Excessive Absences and/or Tardy

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.

- Page 24-Replace old Parents Right to know info with a updated Parents Right to Know Statement.

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.

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.

<u>Absences and/or Tardies from school</u>	<u>Consequence</u>
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:

<u>Number of Unlawful Absences</u>	<u>Consequences</u>
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 (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.

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.

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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



Athletic Coach Evaluations

GREENCASTLE-ANTRIM SCHOOL DISTRICT

Introduction

Recognized need to update the GASD Coach Handbook

- Athletic Director, Human Resources, and Administration worked together on the process
- Compared handbooks from other school districts
- Many updates taken from the National Interscholastic Athletic Administrators Association
- Created a new version of the GASD Coach Handbook
- School Board approved February 2, 2023

Evaluation Form

New Handbook Leads to Updating Evaluation Form

- Athletic Director, Human Resources, and Administration collaborated
- Compared current form with those used by other school districts
- Referred to the National Interscholastic Athletic Administrators Association
- Streamlined form to align with the approved GASD Athletic Coach Handbook

Evaluation Form

Major Revisions

- Applicable to coaches and assistant coaches (includes n/a designation)
- Self-evaluation section added for reflection prior to final meeting
- Evaluation completed by Athletic Director and signed off by Administration

EVALUATION REVIEW COMMITTEE

- Reviewed draft with GAEA Leadership
- Invited faculty coaching staff to be part of the Evaluation Review Committee – 7 coaches responded
- April 26 – Committee met to review for clear language and to provide feedback
- May 10 - Committee met to follow up on feedback and approved the current draft

EVALUATION REVIEW COMMITTEE

Thank you to the following coaches and faculty members for serving on the Evaluation Review Committee:

Vicki Ritchey

Jeremy Eby

Heather Alvey

Eric Shaner

Devin McCauley

Clark Flohr

Todd Stephens

Brandon Solomon

Donnie Cordell

Susie Kline

Steve Layton

Next Steps

- Present to the School Board at the May 18 meeting
- Consideration for approval at the June 1 meeting
- Upon approval the Evaluation Form will be shared with all GASD coaches
- Becomes effective with the 2023-24 season



Questions?



**American
Red Cross**

CENTRAL PA CHAPTER - SOUTH

5410 Mt Pisgah Road

York, PA 17106

Tel: (717) 845-2751

March 29, 2023

Greencastle-Antrim School District
Attn: Dr. Lura Hanks, Superintendent
500 E Leitersburg Street
Greencastle, PA 17225

Dear Dr. Lura Hanks:

The American Red Cross is committed to providing services to our community in times of disaster. One of our goals is to have current written agreements with community organizations such as yours for use of their facilities as a mass care shelter in the event of a disaster or emergency.

The American Red Cross is pleased that we have had a shelter agreement with the Greencastle-Antrim School District in the past. As our agreement was signed several years ago, it is now time to update our agreement. We hope that you continue to support disaster relief in our community.

To this end, we sent the school district an updated Agreement package, which included the enclosed existing Agreement and two (2) copies of the proposed new Agreement, dated September 20, 2022. We kindly ask you to contact us if you do not wish to provide these services in the future.

However, if you choose to continue, enclosed are two (2) copies of the updated "Facility Use Agreement". This revised agreement more clearly defines terms and conditions which were previously assumed. Please complete the Parties and Facility, Sections 1, 9, & 10 of Terms and Conditions sections of the agreement and sign the last page and return both copies to 5410 Mt Pisgah Road, York, PA 17106.

Traditionally, facilities haven't charged the American Red Cross for the use of utilities. Section 10 has details about this. Do not initial this section unless you wish to be reimbursed for utility use (above normal operating costs) while the shelter is open.

Upon receiving the signed agreement, the American Red Cross or a designee will complete the signatures and return your copy of the fully executed agreement.

Your immediate attention to this matter will help the American Red Cross and the Greencastle-Antrim School District support the community in times of a disaster or emergency.

Sincerely,

Allen A. White Jr.
Disaster Program Manager

A United Way Partner Agency



American Red Cross serving Central Pennsylvania

Tel: (866) 311-3832 · Fax: (717) 257-1804

centralpa@redcross.org · www.redcross.com/centralpa

The American National Red Cross (“Red Cross”), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross’s disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner (“Owner”) so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Greencastle-Antrim School District
Address	500 E Leitersburg Street, Greencastle, PA 17225
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	American Red Cross of Central Pennsylvania - South
Chapter Address	5410 Mt Pisgah Road, Yorkana, PA 17406
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Allen White, Disaster Program Manager 717-606-2472 717-606-2472
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

<p>Insert name and complete street address of building or, if multiple buildings, write “See attached facility list,” and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.</p>
<p>See attached facility list.</p>

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.

9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$ _____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel and supplies which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.*
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):*

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.



Facility Use Agreement

Digital Signature: Each party agrees that either party's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

Greencastle-Antrim School District

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Allen A. White, Jr.

Name (Printed)

Name (Printed)

Disaster Program Manager

Title

Title

Date

Date

Facility List

1. Greencastle-Antrim Elementary School, 500 E. Leitersburg St., Greencastle, PA 17225
2. Greencastle-Antrim High School, 300 S. Ridge Ave., Greencastle, PA 17225
3. Greencastle-Antrim Middle School, 370 S. Ridge Ave., Greencastle, PA 17225
4. Greencastle-Antrim Primary School, 504 E. Leitersburg St., Greencastle, PA 17225

Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251 Vol IV 2022
Status	From PSBA
Legal	1. 22 PA Code 11.18 2. 24 P.S. 1305 3. 24 P.S. 1306 4. 24 P.S. 1331.1 5. 20 U.S.C. 6311 6. 20 U.S.C. 6312 7. 42 U.S.C. 11431 et seq 8. 42 U.S.C. 675 9. Pol. 221 10. Pol. 810 11. Pol. 113 12. Pol. 115 13. Pol. 121 14. Pol. 122 15. Pol. 123 16. Pol. 114 17. Pol. 231 18. Pol. 124 19. Pol. 217 20. Pol. 223 21. Pol. 808 22. Pol. 110 23. 23 Pa. C.S.A. 6301 et seq 24. 42 Pa. C.S.A. 6301 et seq 25. 45 CFR 1355.20 26. 42 U.S.C. 11434a 27. 42 U.S.C. 11432 28. Pol. 103.1 29. Pol. 113.4 30. Pol. 216 31. Pol. 200 32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

[39. 20 U.S.C. 1232g](#)

40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

Purpose

The Board recognizes the **challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports** in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that **students experiencing educational instability** have equal access to the same educational programs, **activities** and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board authorizes the Superintendent to waive **specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:**[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

1. **Dress code.**[\[9\]](#)

2. **Transportation.**[\[10\]](#)

3. **School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and**

specialized classes.[11][12][13][14][15][16][17]

4. **Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.**[9][13][14][15][18][19][20][21][22]
5. **Graduation.**[19]
6. **Registration deadlines.**

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on **their status as a student experiencing educational instability.**

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:
[4]

1. **Homelessness.**[1][3][7]
2. **An adjudication of:**[23][24]
 - a. **Dependency relating to child protective services and juvenile matters;**
 - b. **Delinquency, if disclosed by the student's parent/guardian; or**
 - c. **As part of court-ordered services under a voluntary placement or custody agreement.**

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or Enrollment means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youths who are:
 - a. **Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;**

- b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
 4. Migratory children who qualify as homeless because they are living in circumstances described above; and
 5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the **student experiencing educational instability** was last enrolled.

- **The school of origin for a *homeless child or youth*** - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[\[27\]](#)
- **The school of origin for a *child in foster care*** - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[\[8\]](#)
- When the **homeless child or youth, or child in foster care**, completes the final grade level served by the school of origin, the school of origin shall **become** the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.
[\[26\]](#)

Delegation of Responsibility

The Board designates the

{ } Superintendent

{ } Assistant Superintendent

{ } Federal Programs Coordinator

{ } Home and School Visitor

{ } Director of Student Services

{ } Homeless Child or Youth Liaison

{ } (Other) _____

to serve as the district's **point of contact** for **students experiencing educational instability**.[\[4\]\[5\]](#)
[\[27\]](#)

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]

The district's **point of contact** shall ensure outreach and coordination with **the following, as appropriate to each individual student's needs:**[4][5][27]

1. Local children and youth agency to:

- a. **Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;**
- b. **Develop a protocol on how to make best interest determinations; and**
- c. **Develop and coordinate transportation procedures.**

2. Other local service agencies and entities that provide services to students experiencing educational instability.

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]

5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. **Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.**
2. **Facilitate the prompt placement of the student in appropriate courses.**
3. **Connect the student with educational services that meet the student's specific needs.**
4. **Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.**
5. **Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.**

Additional Responsibilities to Support Homeless Students -

The district's **point of contact** shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[27]

The district's **point of contact** shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[27]

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's **point of contact** shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]

The district's **point of contact** shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[27]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the **homeless** child's or youth's best interest, the district shall continue to enroll a homeless student in **the student's** school of origin **within the district** while **the student** remains homeless and through the end of the academic year in which **the student** obtains permanent housing.
[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's **point of contact** shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where **the student** will be enrolled. [27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. **In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.**
2. **Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.**

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. **The student is unable to produce records normally required for enrollment.**[27][31]
2. **The application or enrollment deadline has passed.**[27][31][32]

The district's **point of contact** shall immediately contact the school last attended by the **student** to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district **may** administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[\[27\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's **point of contact**, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's **point of contact** shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[\[2\]](#)[\[38\]](#)

{ } Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the

() school year

() semester

in this district, if appropriate,

() with payment of tuition.

() without payment of tuition.

Education Records

Information about a **student's educational instability** shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[\[29\]](#)[\[30\]](#)[\[39\]](#)

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[\[29\]](#)[\[30\]](#)[\[39\]](#)

1. **To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.**
2. **To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.**

Comparable Services

Students **experiencing educational instability** shall be provided services comparable to those offered to other district students including, but not limited to:[\[3\]](#)[\[27\]](#)[\[40\]](#)

1. Transportation services.[\[10\]](#)
2. School nutrition programs.[\[21\]](#)
3. Career and technical education.[\[12\]](#)
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[\[41\]](#)
 - b. Programs for English **Learners**.[\[42\]](#)
 - c. Programs for students with disabilities.[\[11\]](#)
 - d. Programs for gifted and talented students.[\[16\]](#)
5. { } Preschool programs.

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[\[3\]](#)[\[10\]](#)[\[27\]](#)

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[\[27\]](#)

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[\[6\]](#)[\[10\]](#)

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[\[6\]](#)

The transportation plan shall address the following:[\[6\]](#)

1. **The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.**[\[8\]](#)
2. **How transportation costs will be covered if additional costs are incurred. Options include:**
 - a. **The local children and youth agency agrees to reimburse the district;**
 - b. **The district agrees to pay for the cost;**[\[6\]](#)
 - c. **The district and the local children and youth agency agree to share the costs; or**
 - d. **The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.**
3. **Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.**

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include: [4][5][6]

1. **Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following: [4][19]**
 - a. **Competency demonstration, which could include, but is not limited to:**
 - i. **Submission of an essay, presentation or project.**
 - ii. **Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.**
 - b. **Performance on an examination.**
 - c. **Successful completion of a career and technical education course.**
 - d. **Other evidence or method determined appropriate by the district.**
2. **If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.**
3. **If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.**

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma -

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply: [4][43]

1. **All other graduation options have been exhausted.**
2. **The student is unable to obtain a diploma from the student's prior or receiving school entity.**

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[\[4\]](#)[\[43\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[\[11\]](#)[\[19\]](#)

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[\[19\]](#)

PSBA Revision 11/22 © 2022 PSBA

MEMORANDUM OF AGREEMENT
Soccer Coaching Positions – Middle School

This Memorandum of Agreement (MOA) is made _____ of 2023, by and between the Greencastle-Antrim School District ("District") and the Greencastle-Antrim Education Association ("Association").

WHEREAS, the District and the Association entered into a Collective Bargaining Agreement (CBA) effective September 1, 2012-August 31, 2026.

WHEREAS, Section I. Recognition in the CBA identifies the Association as the bargaining agent for the bargaining unit comprised of teachers, school nurses, guidance counselors, curriculum specialists and librarians, and

WHEREAS, Appendix A, Wages and Salary Provisions, lists the various coaching positions in the District and salaries paid, and

WHEREAS, the District desires to add a Middle School Soccer program for boys and girls, and

WHEREAS, this program will require adding a Middle School head coach and assistant coach for boys and girls, and

WHEREAS, the Association is not opposed to such an endeavor and desires to work with the District to add this additional sport, and

NOW THEREFORE, with the intent to be binding on both parties, and subject to the grievance procedure contained in the CBA and/or an Unfair Labor Practice (ULP), the

parties agree to the following:

1. The District will add girls and boys Middle School Soccer to the athletic program.
2. The new coaching positions will be advertised and filled as per all other coaching positions in the District.
3. The compensation for the additional positions will be the same as other Middle School coaching positions as listed on page 29 of the CBA.
4. This MOA will become part of the CBA with the new positions listed in the next printing of the document.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

GREENCASTLE-ANTRIM SCHOOL DISTRICT

Superintendent/President

Date

GREENCASTLE-ANTRIM EDUCATION ASSOCIATION

President

Date



2023-2024 HEALTH AND SAFETY PLAN

GREENCASTLE-ANTRIM SCHOOL DISTRICT
Greencastle, PA

Initial Effective Date: July 22, 2021

Dates of Past Reviews: August 19, 2021; January 20, 2022; January 5, 2023

Date of Past Revisions: September 2, 2021; February 3, 2022; August 18, 2022; **June 1, 2023**

Date of Next Review: **January 2024**

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Health and Safety Plan: Greencastle-Antrim School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. It is important to note that the GASD Health and Safety Plan is a fluid document that could change as new information becomes available and guidelines from the CDC, PDE, and the PA Department of Health evolve. The Greencastle-Antrim School District is committed to navigating any changes to this situation, and to adjust our plans accordingly with school board approval.

The district will strive to minimize the overall effects of COVID-19. **The health and safety of the entire school community will remain our priority.** This document is rooted in the understanding and belief that social interaction and in-person instruction is essential to our students' emotional well-being, as well as their educational growth and advancement. Therefore, our goal is to maintain in-person learning...keeping our buildings open and students in attendance safely!

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a Safe Return to In-Person Instruction and Continuity of Services Plan, hereinafter referred to as a Health and Safety Plan.

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.

DATE OF ORIGINAL GASD BOARD APPROVAL: JULY 22, 2021

REVISED PLAN APPROVED: SEPTEMBER 2, 2021

REVISED PLAN APPROVED: FEBRUARY 3, 2022

REVISED PLAN APPROVED: SEPTEMBER 1, 2022

REVISED PLAN APPROVED: JANUARY 5, 2023

REVISED PLAN APPROVED: JUNE 1, 2023

The ARP Act requires GASD to review our Health and Safety Plans at least every six months during the period of the ARP ESSER grant. GASD will review and update our plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions will be informed by community input and reviewed and approved by the governing body prior to posting on the GASD publicly available website.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

(SELECT ONE BOX BELOW)

- Total reopen for all students and staff (some students/families may opt for distance learning through our Franklin Virtual Academy due to safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 8/23/2023

Continuity of Services

How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The Greencastle-Antrim School District is committed to the safe opening and operation of our schools to in-person learning. We will continue to work closely with neighboring school districts, the Lincoln Intermediate Unit, and other educational entities to ensure the safe reopening and operation of our school facilities. We will also continue to make decisions based on guidance from the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Health (PADoH), the Franklin County Department of Health (FCDH), and/or the Centers for Disease Control and Prevention (CDC). Our practices and procedures will align with these entities, to the greatest extent possible, to support prevention and mitigation efforts in response to the changing conditions that may arise as we start the school year.

The CDC recommends the integration of various prevention and control components, which we will ensure are reflected in our mitigation efforts, to the greatest extent possible. Prevention strategies recommended by the PADoH and PDE will also be followed when appropriate and possible.

How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

GASD will provide services including, but not limited to; academic needs, social/emotional learning, overall health and safety, and food services to ensure continuity of operations. The district will accomplish this by continuing with five-day-a-week, face-to-face instruction. If necessary, due to case numbers or other extenuating factors, the district is able to provide fully virtual learning.

If a virtual learning environment becomes necessary, we will work with our students, families, and other stakeholders to ensure that the academic needs of our students continue to be met using a variety of tools and resources. Digital tools such as SeeSaw (K-2) and Schoology (3-12) will be used as delivery methods. Communication tools will include Zoom and/or Microsoft Teams, PowerSchool, email, phone, or any other variety of communication methods.

GASD is able to provide an iPad to every student and we will continue to do so as needed. If internet connectivity becomes an issue, the district will be provided internet hotspots to those students/families in need.

The decision to close a school, or all schools on campus, and move to remote instruction will be made by the Superintendent in consultation with the Administrative Team and the GASD School Board of Directors based on any one or combination of the following:

1. Transmission rates significantly increase within a specific classroom, grade level, and/or building.
2. An inability to adequately staff a building or buildings based on absenteeism among faculty and staff.

Targeted closures will only be utilized as a last resort if necessary.

The district will complete face-to-face professional development unless the CDC, PDE, PADoH, or FCDH instructs us that we are not able to do so.

We will also continue to provide an individualized approach for students with disabilities consistent with the student's IEP or 504 plan. We will consider adaptations and alternatives to COVID mitigation strategies while continuing all efforts to protect students, teachers, and staff to the great extent possible.

If conditions change throughout the year in relation to COVID protocols, we will ensure communication is maintained with all employees, students, families, and the GA community.

Requirements/Strategies/Policies/Procedures

ARP ESSER Requirement	Strategies, Policies, and Procedures
UNIVERSAL AND CORRECT WEARING OF MASKS	<ul style="list-style-type: none"> Masking in school will be optional for students and staff.
MODIFYING FACILITIES TO ALLOW FOR PHYSICAL DISTANCING	<ul style="list-style-type: none"> Field trips will be evaluated on a case-by-case basis for health and safety. Extra-curricular activities and athletics will adhere to this Health and Safety Plan for all events and activities. The district will observe PIAA applicable health and safety protocols for athletic practices and events. GASD will follow facility capacities for events based upon Commonwealth guidelines.
SPECIFIC MITIGATION AND PREVENTION STRATEGIES	
<i>Please contact your building principal if an exception to any of the following mitigation and/or prevention strategies is needed.</i>	
CLASSROOMS, CAFETERIAS, AND BUSES	<ul style="list-style-type: none"> Teachers must have assigned seating, with an updated seating chart at all times. Faculty, staff, and students are encouraged to sanitize before and after entering classrooms. When appropriate and able, faculty and staff should keep windows open for ventilation purposes during high levels of transmission.
HANDWASHING AND RESPIRATORY ETIQUETTE	<ul style="list-style-type: none"> All individuals will continue to be encouraged and reminded to sanitize or wash their hands on a frequent basis. Hand sanitizer will continue to be made available in all common areas, hallways, and/or lobby areas where sinks for handwashing are not available. Appropriate signage and communication will be provided regarding hand washing and respiratory etiquette. Individuals will continue to be encouraged to bring a refillable water bottle for school use.

<p>CLEANING AND MAINTAINING HEALTHY FACILITIES, INCLUDING IMPROVING VENTILATION</p>	<p>Regular cleaning and air circulation will be employed throughout all GASD facilities.</p> <ul style="list-style-type: none"> • HVAC filters will be changed regularly. The systems are programmed to bring in outside air and this ensures all outside air is filtered, since we are required to remain below certain levels of pollens, allergens, mold, and fungi. • Custodial staff will conduct frequent cleaning of high traffic areas throughout each school day as practicable. • Sanitization of high touch materials/surfaces will occur to the maximum extent possible. • Adequate supplies of disinfectants and sanitizing products will continue to be inventoried and kept on hand. • School vehicles, playground equipment, and athletic equipment will undergo similar, regularly scheduled cleaning protocols.
<p>CONTACT TRACING IN COMBINATIONS WITH ISOLATION AND QUARANTINE, IN COLLABORATIONS WITH THE STATE AND LOCAL HEALTH DEPARTMENTS</p>	<ul style="list-style-type: none"> • Individuals who are COVID-19 positive will be required to quarantine. They will have the option to return after a 5-day quarantine IF they are asymptomatic and agree to mask for the remaining 5 days that they would otherwise have been quarantined. • Individuals who live with someone who tests positive for COVID-19 will be required to mask for a period of 10 days following exposure.
<p>DIAGNOSTIC AND SCREENING TESTING</p>	<ul style="list-style-type: none"> • Nursing staff may provide resources to staff, students, and guardians for obtaining screening or diagnostic testing. • Test results may be requested to guide decision-making for further infection control measures.
<p>EFFORTS TO PROVIDE VACCINATIONS TO SCHOOL COMMUNITIES</p>	<ul style="list-style-type: none"> • GASD will provide information to our students and guardians regarding COVID vaccinations upon request.
<p>APPROPRIATE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES WITH RESPECT TO HEALTH AND SAFETY POLICIES</p>	<ul style="list-style-type: none"> • We will follow all IEP and 504 accommodations with respect to health and safety policies as documented. • Appropriate and practicable accommodations for individuals demonstrating needs regarding health and safety policies will be assessed and developed by the appropriate school and/or district team. • Students with complex medical, social/emotional, or academic needs will be addressed on an individual basis to address their unique, individualized needs.
<p>COORDINATION WITH STATE AND LOCAL HEALTH OFFICIALS</p>	<ul style="list-style-type: none"> • GASD will continue the positive interaction and coordination with official from the PADOH, PDE, and FCDH. • Communications will continue to be coordinated through the office of the Superintendent with support from each building administrative team, the nursing staff, Human Resources Director, and the Supervisor of Student Services.

All expectations are subject to change based on local and state trends as well as updated mandates and recommendations.

Updated 6.1.23

The Superintendent of Schools is authorized to make any adjustments necessary, consistent with the structure and intent of this Plan, to protect the health, safety and welfare of the students, staff, and citizens at GASD. The 2023-2024 GASD Health and Safety Plan will expire on June 28, 2024, unless amended, extended, or renewed by the GASD School Board of Directors prior to the expiration date.

Health and Safety Plan Governing Body Affirmation Statement

Updated 8.18.22

The Board of Directors for the Greencastle-Antrim School District reviewed and approved the updated 2022-2023 Health and Safety Reopening Plan on **September 1, 2022**.

The plan was approved by a vote of:

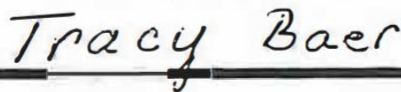
7 YES

0 NO

Affirmed on:



Signature of Board President



Printed Name of Board President

APPENDIX A

Additional Resources

- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

5/22/23

TO - BOARD OF SCHOOL DIRECTORS
FROM - CAROLINE R. ROYER
PREPARED BY - JULIE C. TIMMONS
SUBJECT - BILLS FOR PAYMENT

THE ATTACHED PAGES FOR PAID BILLS ARE PRESENTED FOR YOUR REVIEW AND APPROVAL.

THE TOTAL OF \$1,601,805.40 PAID BILLS BY MONIES FROM THE GENERAL FUND and \$13,438.32 PAID BILLS BY MONIES FROM STUDENT ACTIVITIES FUND.

RECOMMENDATION -

1. THAT PAID BILLS IN THE AMOUNT OF \$1,615,243.72 BE APPROVED.

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
00027973	05/01/23	Chick-Fil-A	10-2380-610-127-30-01-00-000	Teacher Appreciation Meal HS	\$136.50
00027974	05/08/23	Chick-Fil-A	10-2380-610-127-20-02-00-000	Teacher Appreciation Meal MS	\$136.50
00027988	05/05/23	Greencastle-Antrim Education Association	10-0462-027-000-00-00-00-000	EMPLOYEE - ED DUES	\$7,044.16
00027989	05/05/23	Agora Cyber Charter School	10-1110-562-000-10-04-00-000	Tuition	\$877.51
			10-1110-562-000-20-02-00-000	Tuition	\$877.51
			10-1110-562-000-30-01-00-000	Tuition	\$877.52
				Check Total	\$2,632.54
00027990	05/05/23	Air Hill Lawn Furniture LLC	10-1110-610-390-10-03-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$13,132.00
			10-1110-610-390-10-04-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$11,986.00
				Check Total	\$25,118.00
00027991	05/05/23	Amazon Capital Services	10-1110-610-000-10-04-00-006	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$21.83
			10-1110-610-000-10-04-22-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$19.84
			10-2380-610-000-20-02-00-000	OFFICE OF PRINCIPAL SERVICES GENERAL SUPPLIES	\$356.60
			10-3300-610-411-10-03-00-000	COMMUNITY SERVICES - GENERAL SUPPLIES - NON CLASS SUBJT	\$148.60
			10-3300-610-411-10-04-00-000	COMMUNITY SERVICES - GENERAL SUPPLIES	\$148.31
				Check Total	\$695.18
00027992	05/05/23	Amy Hegedus-Daly	10-2270-640-000-10-03-00-000	INSTRUCT STAFF DEVELOPMT SERV BOOKS AND PERIODICALS	\$34.50
00027993	05/05/23	Borough of Greencastle	10-2620-431-000-00-00-00-000	1/3 Electric School Zone Flasher 2021 & 2022	\$138.81
00027994	05/05/23	Columbia Gas	10-2620-621-000-50-00-00-000	March 2023 Natural Gas	\$7,340.93
00027995	05/05/23	Direct Energy Business	10-2620-622-000-00-11-00-000	PMT #10 Tech House	\$302.86
00027996	05/05/23	Direct Energy Business	10-2620-622-000-00-60-00-000	PMT #10 Envo Ctr.	\$311.17
00027997	05/05/23	Direct Energy Business	10-3250-622-000-00-00-00-000	PMT #10 Stadium	\$202.95
00027998	05/05/23	Direct Supply Inc.	10-2620-650-000-00-00-00-000	TELS Asset Tags	\$42.94
00027999	05/05/23	Doing Better Business, Inc.	10-1110-554-000-10-03-00-000	Monthly Copier Lease PMT #10	\$1,285.50
			10-1110-554-000-10-04-00-000	Monthly Copier Lease PMT #10	\$1,285.50
			10-1110-554-000-20-02-00-000	Monthly Copier Lease PMT #10	\$1,285.50
			10-1110-554-000-30-01-00-000	Monthly Copier Lease PMT #10	\$2,117.28
			10-2511-554-000-00-00-00-000	Monthly Copier Lease PMT #10	\$1,436.73
			10-2620-554-000-00-00-00-000	Monthly Copier Lease PMT #10	\$151.24
			10-5140-834-000-00-00-00-000	Monthly Copier Lease PMT #10	\$92.00
			10-5140-913-000-00-00-00-000	Monthly Copier Lease PMT #10	\$3,127.00
				Check Total	\$10,780.75
00028000	05/05/23	Discount School Supply	10-1110-610-390-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$194.52

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
00028001	05/05/23	Electronic Security Solutions	10-2620-431-000-00-00-00-000	Fire pump phase failure service	\$1,155.00
00028002	05/05/23	Folium Inc.	10-1290-330-000-20-02-00-000	Behavioral Counseling	\$360.00
00028003	05/05/23	Greencastle-Antrim School Cafeteria	10-2440-610-000-20-02-00-000	1 Case Saltine Crackers for Nurse	\$17.46
00028004	05/05/23	QSH Enterprises	10-2120-330-431-20-02-00-000	GUIDANCE SERVICES - OTHER PROFESSIONAL SERVICES	\$450.00
			10-2120-330-431-30-01-00-000	GUIDANCE SERVICES - OTHER PROFESSIONAL SERVICES	\$450.00
Check Total					\$900.00
00028005	05/05/23	Insight PA Cyber Charter School	10-1110-562-000-10-03-00-000	Tuition	\$877.51
00028006	05/05/23	Theresa M Keifman	10-2720-627-000-00-00-00-000	Fuel Allowance	\$-55.92
			10-2720-627-000-00-00-00-000	Fuel Allowance	\$-66.50
			10-2720-627-000-00-00-00-000	Fuel Allowance	\$-56.95
			10-2720-627-000-00-00-00-000	Fuel Allowance	\$-33.08
			10-3250-513-000-20-02-00-642	ATHLETICS - CONTRACTED CARRIERS	\$371.45
			10-3250-513-000-20-02-00-642	ATHLETICS - CONTRACTED CARRIERS	\$232.56
			10-3250-513-000-30-01-00-634	ATHLETICS - CONTRACTED CARRIERS	\$192.60
			10-3250-513-000-30-01-00-636	ATHLETICS - CONTRACTED CARRIERS	\$192.59
			10-3250-513-000-30-01-00-636	ATHLETICS - CONTRACTED CARRIERS	\$425.53
Check Total					\$1,202.28
00028007	05/05/23	Kurtz Brothers	10-1110-610-000-10-03-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$45.65
			10-1110-610-000-20-02-00-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$192.97
			10-1110-610-110-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$2,103.11
			10-1110-610-110-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$419.93
			10-2380-610-000-20-02-00-000	OFFICE OF PRINCIPAL SERVICES GENERAL SUPPLIES	\$77.66
Check Total					\$2,839.32
00028008	05/05/23	Ashley N. Martin	10-2834-240-000-10-03-00-000	TUITION REIMBURSEMENT	\$2,013.00
			10-2834-240-000-10-04-00-000	TUITION REIMBURSEMENT	\$2,013.00
Check Total					\$4,026.00
00028009	05/05/23	Menchey Music Service Inc.	10-1110-610-000-30-01-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$11.40
			10-1110-640-000-10-03-19-000	REG PROGRAMS-ELEM / SECOND BOOKS AND PERIODICALS	\$4.55
Check Total					\$15.95
00028010	05/05/23	MERCERSBURG ACE HARDWARE	10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$8.99

**Greencastle-Antrim School District
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Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$18.99
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$49.57
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$63.97
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$74.80
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$18.36
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$11.99
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$22.99
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$91.54
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$29.97
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$96.11
			10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$11.16
				Check Total	\$498.44
00028011	05/05/23	Nevco Sports, LLC	10-3250-610-000-30-01-00-636	SCHOOL SPONSORED ATHLETICS GENERAL SUPPLIES	\$416.25
			10-3250-610-000-30-01-00-637	SCHOOL SPONSORED ATHLETICS GENERAL SUPPLIES	\$416.26
				Check Total	\$832.51
00028012	05/05/23	PA Distance Learning Charter School	10-1110-562-000-30-01-00-000	Tuition	\$877.51
00028013	05/05/23	PA Leadership Charter School	10-1241-562-000-20-02-00-000	Tuition	\$1,857.53
00028014	05/05/23	Park's Garbage Service Inc.	10-2620-411-000-00-00-00-000	Roll Off Dumpster	\$155.00
			10-2620-411-000-00-00-00-000	Roll Off Dumpster	\$80.00
				Check Total	\$235.00
00028015	05/05/23	Plaques And Such	10-3250-610-127-30-01-00-000	SCHOOL SPONSORED ATHLETICS - GENERAL SUPPLIES	\$447.00
00028016	05/05/23	Reach Cyber Charter School	10-1110-562-000-01-00-30-000	Tuition	\$877.52
			10-1110-562-000-10-04-00-000	Tuition	\$1,755.05
			10-1110-562-000-20-02-00-000	Tuition	\$3,510.04
			10-1110-562-000-30-01-00-000	Tuition	\$8,775.13
			10-1241-562-000-20-02-00-000	Tuition	\$3,715.05
				Check Total	\$18,632.79
00028017	05/05/23	John Root	10-1110-610-000-10-03-27-000	REG PROGRAMS - GENERAL SUPPLIES-STEM Classroom	\$60.52
00028018	05/05/23	ESS Northeast, LLC	10-1110-329-000-10-03-00-000	Subs for Teacher week ending 4-22-23	\$2,045.93
			10-1110-329-000-10-03-00-000	Subs for Teachers week ending 4-15-23	\$1,071.69
			10-1110-329-000-10-04-00-000	Subs for Teacher week ending 4-22-23	\$2,533.07

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Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
			10-1110-329-000-10-04-00-000	Subs for Teachers week ending 4-15-23	\$974.27
			10-1110-329-000-20-02-00-000	Subs for Teacher week ending 4-22-23	\$2,922.76
			10-1110-329-000-20-02-00-000	Subs for Teachers week ending 4-15-23	\$2,727.91
			10-1110-329-000-30-01-00-000	Subs for Teacher week ending 4-22-23	\$3,020.20
			10-1110-329-000-30-01-00-000	Subs for Teachers week ending 4-15-23	\$1,071.69
			10-1241-329-000-10-03-00-000	Subs for Teachers week ending 4-15-23	\$584.56
			10-1241-329-000-10-04-00-000	Subs for Teacher week ending 4-22-23	\$584.55
			10-1241-329-000-20-02-00-000	Subs for Teacher week ending 4-22-23	\$194.85
			10-1241-329-000-30-01-00-000	Subs for Teacher week ending 4-22-23	\$194.85
			10-1241-329-000-30-01-00-000	Subs for Teachers week ending 4-15-23	\$292.29
			10-2260-329-000-10-04-00-000	Subs for Teacher week ending 4-22-23	\$194.85
			10-2260-329-000-10-04-00-000	Subs for Teachers week ending 4-15-23	\$194.85
			10-2271-329-000-10-03-00-000	Subs for Teacher week ending 4-22-23	\$194.85
			10-2271-329-000-10-04-00-000	Subs for Teacher week ending 4-22-23	\$389.70
				Check Total	\$19,192.87
00028019	05/05/23	Sphero, Inc	10-1110-610-390-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$1,267.54
00028020	05/05/23	School Specialty LLC	10-1110-610-000-10-03-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$65.64
			10-1110-610-000-10-03-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$112.21
				Check Total	\$177.85
00028021	05/05/23	T-Mobile	10-2620-532-000-00-00-00-000	March 2023 Hot Spots	\$1,056.50
			10-2620-532-000-00-00-00-000	March 2023 Cell Phone	\$1,630.71
				Check Total	\$2,687.21
00028022	05/05/23	The Conococheague Institute	10-1110-330-000-20-02-24-000	REG PROGRAMS - OTHER PROFESSIONAL SERVICES	\$250.00
00028023	05/05/23	Debbie Timmons	10-2836-580-000-00-00-00-000	PDE Data Summit Conference 2023	\$197.00
00028024	05/05/23	Tune With Timmons	10-1110-432-000-30-01-19-000	REG PROGRAMS-ELEM / SECOND REPAIRS/MAINTENANCE-EQUIPT.	\$180.00
00028025	05/05/23	Uline	10-1110-610-000-10-04-22-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$93.61
			10-2380-610-000-10-04-00-000	OFFICE OF PRINCIPAL SERVICES GENERAL SUPPLIES	\$169.63
				Check Total	\$263.24
00028026	05/05/23	West Penn Power	10-3250-622-000-00-00-00-000	PMT #10 Stadium	\$236.62
00028027	05/05/23	West Penn Power	10-2620-622-000-00-11-00-000	PMT #10 Tech House	\$105.89
00028028	05/05/23	West Penn Power	10-2620-622-000-00-60-00-000	PMT #10 Envo Center	\$123.35
00028029	05/05/23	Winsor Learning Inc.	10-1190-610-411-10-03-00-000	FEDERAL REGULAR PROGRAMS - GENERAL SUPPLIES	\$1,045.00

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Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
			10-1190-640-411-10-03-00-000	FEDERAL REGULAR PROGRAMS - BOOKS AND PERIODICALS - NON CLASS	\$1,318.90
			10-2272-360-431-10-04-00-000	INSTRUCT'L STAFF DEVELOP NONCERT - Employee training & deve	\$325.00
Check Total					\$2,688.90
00028030	05/12/23	Metz Culinary &	10-2620-330-000-00-00-00-000	Maintenace Mangement Services April 23	\$100,738.16
00028031	05/15/23	Friese Bus Transportation LLC	10-1390-564-000-30-10-00-000	Contracted Driver PMT 9 of 10	\$7,293.69
			10-2720-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$110,052.26
			10-2720-513-000-00-00-25-000	Contracted Driver PMT 9 of 10	\$11,996.25
			10-2750-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$15,108.09
Check Total					\$144,450.29
00028032V	05/15/23	Theresa M Keifman	10-2720-513-000-00-00-25-000	Contracted Driver PMT 9 of 10	\$8,235.96
			10-2750-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$11,821.96
Check Total					\$0.00
00028033	05/15/23	Moore Bus Transportation LLC	10-2720-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$10,614.59
			10-2720-513-000-00-00-25-000	Contracted Driver PMT 9 of 10	\$8,526.14
			10-2750-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$10,619.91
Check Total					\$29,760.64
00028034	05/15/23	Thomas Gift III, LLC	10-2720-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$14,100.83
			10-2750-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$4,488.75
Check Total					\$18,589.58
00028035	05/15/23	TLC Transportation LLC	10-2720-513-000-00-00-00-000	Contracted Driver PMT 9 of 10	\$23,748.91
			10-2720-513-000-00-00-25-000	Contracted Driver PMT 9 of 10	\$16,807.18
Check Total					\$40,556.09
00028054	05/17/23	Holiday Inn Express State College	10-2271-580-390-10-04-00-000	INSTRUCT'L STAFF DEVELOP SERV CERT - TRAVEL	\$324.79
00028055	05/19/23	Greencastle-Antrim Education Association	10-0462-027-000-00-00-00-000	EMPLOYEE - ED DUES	\$6,910.91
00028056	05/18/23	AC&T CO INC.	10-2620-442-000-00-00-00-000	Admin Storage Rental	\$120.00
00028057	05/18/23	Antrim Fleet Services LLC	10-2620-433-000-00-00-00-000	"01" F-250 Inspection 1FTNF21L61EB81795	\$59.08
00028058	05/18/23	A.I.S. LLC	10-2440-432-000-10-03-00-000	Annual Calibration of Audiometer's	\$111.25
			10-2440-432-000-10-03-00-000	Annual Calibration of Audiometer's	\$111.25
			10-2440-432-000-20-02-00-000	Annual Calibration of Audiometer's	\$111.25
			10-2440-432-000-30-01-00-000	Annual Calibration of Audiometer's	\$111.25
Check Total					\$445.00
00028059	05/18/23	Amazon Capital Services	10-1110-610-000-30-01-00-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$31.98
			10-1110-610-390-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$320.22
			10-1110-610-390-10-03-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$171.86
			10-1110-610-390-10-04-00-000	REG PROGRAMS - GENERAL	\$171.86

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Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
				SUPPLIES	
			10-1110-610-390-20-02-00-000	REG PROGRAMS - GENERAL	\$361.09
				SUPPLIES	
			10-1110-610-390-30-01-00-000	REG PROGRAMS - GENERAL	\$399.50
				SUPPLIES	
			10-2120-610-000-30-01-00-000	GUIDANCE SERVICES GENERAL	\$99.95
				SUPPLIES	
			10-3320-610-000-30-01-00-000	CIVIC SERVICES GENERAL	\$196.90
				SUPPLIES	
				Check Total	\$1,753.36
00028060	05/18/23	Carol Barrett	10-2271-240-000-10-03-00-000	TUITION REIMBURSEMENT	\$774.00
			10-2271-240-000-10-04-00-000	TUITION REIMBURSEMENT	\$774.00
				Check Total	\$1,548.00
00028061	05/18/23	Meagan Brockway	10-2271-240-000-30-01-00-000	TUITION REIMBURSEMENT	\$1,548.00
00028062	05/18/23	Chambersburg Area School District	10-1233-561-000-30-01-00-000	AUTISTIC SUPPORT - TUITON OTH	\$3,199.86
			10-2420-330-000-20-02-25-000	Tuition Services/OT	\$93.36
				Check Total	\$3,293.22
00028063	05/18/23	COMCAST	10-2818-538-000-00-00-00-000	MAY Internet Services	\$229.73
00028064	05/18/23	Commonwealth Charter Academy	10-1110-562-000-10-03-00-000	Tuition	\$1,755.02
			10-1110-562-000-10-04-00-000	Tuition	\$2,632.53
			10-1110-562-000-20-02-00-000	Tuition	\$3,510.07
			10-1110-562-000-30-01-00-000	Tuition	\$7,020.12
			10-1241-562-000-10-04-00-000	Tuition	\$1,857.53
			10-1241-562-000-20-02-00-000	Tuition	\$7,430.12
			10-1241-562-000-30-01-00-000	Tuition	\$9,287.62
				Check Total	\$33,493.01
00028065	05/18/23	CPI	10-2271-360-000-10-03-00-000	INSTRUCT'L STAFF DEVELOP SERV	\$387.25
				CERT - Employee training & dev	
			10-2271-360-000-10-04-00-000	INSTRUCT'L STAFF DEVELOP SERV	\$387.25
				CERT - Employee training & dev	
			10-2271-360-000-20-02-00-000	INSTRUCT'L STAFF DEVELOP SERV	\$387.25
				CERT - Employee training & dev	
			10-2271-360-000-30-01-00-000	INSTRUCT'L STAFF DEVELOP SERV	\$387.25
				CERT - Employee training & dev	
				Check Total	\$1,549.00
00028066	05/18/23	Amy R. Crider	10-2271-240-000-10-04-00-000	TUITION REIMBURSEMENT	\$2,064.00
00028067	05/18/23	CenturyLink	10-2620-532-000-00-00-00-000	PMT #10 Telephone	\$821.64
00028068	05/18/23	Franklin Petroleum Equipment	10-2720-432-000-00-00-00-000	Fuel Pump System Repair	\$141.40
00028069	05/18/23	Carey Freeman	10-2720-513-000-00-00-25-000	VEHICLE OPERATION SERVICES	\$465.31
				CONTRACTED CARRIERS	
00028070	05/18/23	Franklin County Career & Tech Ctr	10-1390-564-000-30-10-00-000	Pro-rated FCCTC Budget	\$59,093.00
00028071	05/18/23	Guernsey Office Products	10-1110-610-000-10-04-00-000	REG PROGRAMS-ELEM / SECOND	\$1,704.70
				GENERAL SUPPLIES	

**Greencastle-Antrim School District
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Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
00028072	05/18/23	Hornbaker's Landscaping LLC	10-2630-414-000-00-00-00-000	Install soil/mulch front HS only	\$1,548.50
00028073	05/18/23	Insight PA Cyber Charter School	10-1110-562-000-10-03-00-000	Tuition	\$877.52
00028074	05/18/23	J. C. Ehrlich Co., Inc.	10-2620-460-000-00-60-00-000	Pest Management	\$36.04
			10-2620-460-000-10-03-00-000	Pest Management	\$110.00
			10-2620-460-000-10-04-00-000	Pest Management	\$110.00
			10-2620-460-000-20-02-00-000	Pest Management	\$119.00
			10-2620-460-000-30-01-00-000	Pest Management	\$147.00
Check Total					\$522.04
00028075	05/18/23	Caitlyn Kendall	10-2271-240-994-10-04-25-000	TUITION REIMBURSEMENT	\$1,548.00
00028076	05/18/23	LEGO Education	10-1110-610-390-10-00-00-000	REG PROGRAMS - GENERAL SUPPLIES	\$319.90
00028077	05/18/23	Lincoln Intermediate Unit #12	10-2834-360-000-00-00-00-000	2023 Spring Superintendent Leadership Symposium	\$400.00
00028078	05/18/23	Lowe's Companies Inc.	10-2620-610-000-00-00-00-000	OPERATION OF BUILDING SERVICE GENERAL SUPPLIES	\$299.20
00028079	05/18/23	Maharaj Shavari	10-1110-813-000-30-01-00-000	AP Testing Reimbursement	\$53.00
00028080	05/18/23	Menchey Music Service Inc.	10-1110-432-000-20-02-19-000	REG PROGRAMS-ELEM / SECOND REPAIRS/MAINTENANCE-EQUIPT.	\$40.00
			10-1110-432-000-20-02-19-000	REG PROGRAMS-ELEM / SECOND REPAIRS/MAINTENANCE-EQUIPT.	\$18.00
			10-1110-432-000-30-01-19-000	REG PROGRAMS-ELEM / SECOND REPAIRS/MAINTENANCE-EQUIPT.	\$163.50
Check Total					\$221.50
00028081	05/18/23	Musician's Friend Inc.	10-1110-610-000-30-01-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$444.00
			10-1110-610-000-30-01-19-000	REG PROGRAMS-ELEM / SECOND GENERAL SUPPLIES	\$45.00
Check Total					\$489.00
00028082	05/18/23	PA Distance Learning Charter School	10-1110-562-000-30-01-00-000	Tuition	\$877.52
00028083	05/18/23	CM Regent LLC	10-0132-214-000-00-00-00-000	Long-Term Disability May 2023	\$38.50
			10-2111-214-000-10-03-00-000	Long-Term Disability May 2023	\$6.28
			10-2111-214-000-10-04-00-000	Long-Term Disability May 2023	\$6.28
			10-2111-214-000-20-02-00-000	Long-Term Disability May 2023	\$7.78
			10-2111-214-000-30-01-00-000	Long-Term Disability May 2023	\$9.57
			10-2125-214-000-10-03-00-000	Long-Term Disability May 2023	\$6.10
			10-2125-214-000-10-04-00-000	Long-Term Disability May 2023	\$6.10
			10-2125-214-000-20-02-00-000	Long-Term Disability May 2023	\$7.56
			10-2125-214-000-30-01-00-000	Long-Term Disability May 2023	\$9.30
			10-2260-214-000-10-00-25-000	Long-Term Disability May 2023	\$29.01
			10-2260-214-000-30-00-25-000	Long-Term Disability May 2023	\$29.01
			10-2360-214-000-00-00-00-000	Long-Term Disability May 2023	\$42.41
			10-2360-214-000-10-03-00-000	Long-Term Disability May 2023	\$15.69
			10-2360-214-000-10-04-00-000	Long-Term Disability May 2023	\$15.69
			10-2360-214-000-20-02-00-000	Long-Term Disability May 2023	\$15.35

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Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
			10-2360-214-000-30-01-00-000	Long-Term Disability May 2023	\$19.53
			10-2380-214-000-10-03-00-000	Long-Term Disability May 2023	\$39.53
			10-2380-214-000-10-04-00-000	Long-Term Disability May 2023	\$42.32
			10-2380-214-000-20-02-00-000	Long-Term Disability May 2023	\$40.90
			10-2380-214-000-30-01-00-000	Long-Term Disability May 2023	\$71.04
			10-2511-214-000-00-00-00-000	Long-Term Disability May 2023	\$52.15
			10-2711-214-000-00-00-00-000	Long-Term Disability May 2023	\$18.39
			10-2831-214-000-00-00-00-000	Long-Term Disability May 2023	\$17.33
			Check Total		\$545.82
00028084	05/18/23	Prosoft Technologies, Inc.	10-2840-650-000-00-00-00-000	Multi Factor Initial Set up	\$708.80
00028085	05/18/23	Reach Cyber Charter School	10-1110-562-000-10-03-00-000	Tuition	\$877.51
			10-1110-562-000-10-04-00-000	Tuition	\$877.51
			10-1110-562-000-20-02-00-000	Tuition	\$3,510.11
			10-1110-562-000-30-01-00-000	Tuition	\$7,897.59
			10-1241-562-000-20-02-00-000	Tuition	\$1,857.53
			Check Total		\$15,020.25
00028086	05/18/23	ESS Northeast, LLC	10-1110-329-000-10-03-00-000	Subs for Teachers week ending 4-29-23	\$1,851.08
			10-1110-329-000-10-03-00-000	Subs for week ending 5-6-23	\$1,948.51
			10-1110-329-000-10-04-00-000	Subs for Teachers week ending 4-29-23	\$2,435.65
			10-1110-329-000-10-04-00-000	Subs for week ending 5-6-23	\$3,215.05
			10-1110-329-000-20-02-00-000	Subs for Teachers week ending 4-29-23	\$6,527.48
			10-1110-329-000-20-02-00-000	Subs for week ending 5-6-23	\$7,014.61
			10-1110-329-000-30-01-00-000	Subs for Teachers week ending 4-29-23	\$1,948.51
			10-1110-329-000-30-01-00-000	Subs for week ending 5-6-23	\$1,948.54
			10-1110-329-110-20-02-00-000	Subs for week ending 5-6-23	\$194.85
			10-1110-329-110-30-01-00-000	Subs for week ending 5-6-23	\$389.71
			10-1241-329-000-10-03-00-000	Subs for Teachers week ending 4-29-23	\$487.13
			10-1241-329-000-10-03-00-000	Subs for week ending 5-6-23	\$194.85
			10-1241-329-000-10-04-00-000	Subs for week ending 5-6-23	\$584.55
			10-1241-329-000-20-02-00-000	Subs for Teachers week ending 4-29-23	\$389.70
			10-1241-329-000-30-01-00-000	Subs for week ending 5-6-23	\$681.99
			10-1241-329-000-30-01-00-000	Subs for Teachers week ending 4-29-23	\$389.70
			10-2250-329-390-10-04-00-000	Subs for week ending 5-6-23	\$974.25
			10-2250-329-390-10-04-00-000	Subs for Teachers week ending 4-29-23	\$974.25
			10-2260-329-000-10-04-00-000	Subs for week ending 5-6-23	\$194.85
			10-2260-329-000-10-04-00-000	Subs for Teachers week ending 4-29-23	\$97.43
			Check Total		\$32,442.69
00028087	05/18/23	SDIC	10-1110-260-000-20-02-19-000	April SIR	\$745.74
00028088	05/18/23	The Sherwin-Williams Co.	10-2620-610-000-00-00-00-000	Paint for district	\$331.10
00028089	05/18/23	Softchoice Corporation	10-2818-650-000-00-00-00-000	SYSTEM-WIDE TECHNOLOGY	\$760.00

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
				SERVICE - EDCATNL.SOFTWARE/LICENSE FE	
00028090	05/18/23	Sajel Sriram	10-1110-813-000-30-01-00-000	AP Testing Reimbursement	\$97.00
00028091	05/18/23	TELE PLUS CORPORATION	10-2660-431-000-10-03-00-000	EL door new lock & Mag plates	\$1,880.85
00028092	05/18/23	Tanner Home & Energy	10-2720-626-000-00-00-00-000	VEHICLE OPERATION SERVICES GASOLINE	\$6,779.43
00028093	05/18/23	West Penn Power	10-2620-622-000-00-00-00-000	PMT #10 District Electric	\$3,722.57
00028094	05/18/23	Witter's Septic & Sanitation LLC	10-2620-442-000-30-01-00-000	Softball Field Portable Toilets	\$290.00
00028095	05/18/23	Waste Management	10-2620-411-000-00-00-00-000	PMT #11 Trash Disposal	\$4,229.60
00028096	05/18/23	WellSpan Philhaven	10-1430-323-000-20-02-00-000	HOMEBOUND INSTRUCTION PROF. ED. SERV.-OTHER LEA'S	\$396.00
00044493	04/28/23	Franklin County Area Tax Bureau	10-0462-014-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - LOCAL EARNED INCOME TAX W/H	\$52,255.62
00044494	04/28/23	Franklin County Area Tax Bureau	10-0462-028-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - GASD LST TAX	\$3,990.00
00044495	04/28/23	Pennsylvania Unemployment Comp Fund	10-0462-025-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - UNEMPLOYMENT COMP. TAX	\$3,193.47
00044501	05/10/23	PSERS	10-0462-015-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - EMPLOYEE RETIREMENT W'HOLDI	\$114,283.79
00044502	05/05/23	PenServ Plan Services Inc	10-0462-018-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - 457	\$100.00
			10-0462-016-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - TAX SHELTERED ANNUITIES	\$15,136.50
				Check Total	\$15,236.50
00044503	05/05/23	Voya Financial	10-0462-230-000-00-00-00-000	Payroll Deductions & Withhold - Retirement Contributions	\$1,849.55
			10-0462-015-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - EMPLOYEE RETIREMENT W'HOLDI	\$2,504.22
				Check Total	\$4,353.77
00044504	05/19/23	PenServ Plan Services Inc	10-0462-018-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - 457	\$100.00
			10-0462-016-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - TAX SHELTERED ANNUITIES	\$15,086.50
				Check Total	\$15,186.50
00044505	05/19/23	American Fidelity	10-0462-039-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - Accident Insurance	\$202.70
			10-0462-040-000-00-00-00-000	PAYROLL DEDUCT. &	\$56.86

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
			10-0462-041-000-00-00-00-000	WITHHOLDINGS - Cancer - post tax PAYROLL DEDUCT. &	\$261.68
			10-0462-038-000-00-00-00-000	WITHHOLDINGS - Cancer Pre tax PAYROLL DEDUCT. &	\$5,736.42
			10-0462-037-000-00-00-00-000	WITHHOLDINGS - Disability Insurance PAYROLL DEDUCT. &	\$2,380.68
				WITHHOLDINGS - Life insurance whole & term	
				Check Total	\$8,638.34
00044506	05/19/23	Voya Financial	10-0462-230-000-00-00-00-000	Payroll Deductions & Withhold - Retirement Contributions	\$1,999.38
			10-0462-015-000-00-00-00-000	PAYROLL DEDUCT. & WITHHOLDINGS - EMPLOYEE RETIREMENT W'HOLDI	\$2,748.27
				Check Total	\$4,747.65
77711326	05/01/23	Rural King	10-1190-610-431-20-02-20-000	Enviro Ed Project at MS	\$419.79
77711327	05/02/23	PNC BANK	10-2511-292-000-00-00-00-000	ER HSA DEPOSIT FOR A. BLACK	\$1,733.32
			10-1110-292-000-10-03-00-000	ER HSA DEPOSIT FOR K. ALLSHOUSE	\$866.68
			10-0132-292-000-00-00-00-000	ER HSA DEPOSIT FOR C. HELLER	\$866.68
				Check Total	\$3,466.68
77711328	05/03/23	Commonwealth of Pennsylvania	10-2832-810-000-00-00-00-000	Emergency Permit for Day to Day Sub	\$5.00
77711329	05/08/23	PSEA Health & Welfare Fund	10-0462-212-000-00-00-00-000	April Dental - Active, Retired, Cobra	\$14,493.69
77711330	05/08/23	PSEA Health & Welfare Fund	10-0462-215-000-00-00-00-000	April Vision - Active, Retirees, Cobra	\$665.45
77711331	05/10/23	PSDLAF Lincoln Benefit Trust	10-0462-211-000-00-00-00-000	May Medical Active	\$286,353.00
			10-1110-281-000-30-01-00-000	May Medical Retirees	\$234.00
			10-1241-281-000-30-00-00-000	May Medical Retirees	\$117.00
			10-1110-281-000-20-02-00-000	May Medical Retirees	\$234.00
			10-1110-281-000-10-03-00-000	May Medical Retirees	\$117.00
			10-2126-281-000-30-01-00-000	May Medical Retirees	\$117.00
				Check Total	\$287,172.00
77711332	05/01/23	Miscellaneous Vendors	10-2360-580-000-00-00-00-000	Sup't PARSS Conference Wyndham Hotel used CC	\$299.70
77711333	05/18/23	Cleverbridge, Inc	10-2818-650-000-00-00-00-000	Online Subscription to FlippingBook paid with CC	\$1,800.00
99999698	05/19/23	Pennsylvania Department Of Revenue	10-0462-012-000-00-00-00-000	EMPLOYEE - EE PA TAX WITHHOLDING - 05/19/23	\$81.42
99999699	05/19/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Social Security - 05/19/23	\$164.43
99999700	05/19/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Social Security - 05/19/23	\$164.43
99999701	05/19/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Medicare - 05/19/23	\$38.46
99999702	05/19/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Medicare - 05/19/23	\$38.46

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
99999703	05/19/23	IRS	10-0462-009-000-00-00-00-000	EMPLOYEE - Federal Income Tax - 05/19/23	\$314.85
99999704	05/19/23	Pennsylvania Department Of Revenue	10-0462-012-000-00-00-00-000	EMPLOYEE - EE PA TAX WITHHOLDING - 05/19/23	\$23,221.12
99999705	05/19/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Social Security - 05/19/23	\$47,749.49
99999706	05/19/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Social Security - 05/19/23	\$47,749.49
99999707	05/19/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Medicare - 05/19/23	\$11,167.14
99999708	05/19/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Medicare - 05/19/23	\$11,167.14
99999709	05/19/23	IRS	10-0462-009-000-00-00-00-000	EMPLOYEE - Federal Income Tax - 05/19/23	\$59,733.86
99999712	05/19/23	American Fidelity	10-0462-034-000-00-00-00-000	EMPLOYEE - FSAMED - 05/19/23	\$3,888.49
99999713	05/19/23	American Fidelity	10-0462-035-000-00-00-00-000	EMPLOYEE - FSADEPN - 05/19/23	\$713.86
99999714	05/19/23	PNC BANK	10-0462-036-000-00-00-00-000	EMPLOYEE - HSA EE - 05/19/23	\$2,472.47
99999718	05/19/23	Comptroller Of MD.- WH Tax	10-0462-013-000-00-00-00-000	EMPLOYEE - EE MD TAX WITHHOLDING - 05/19/23	\$975.98
99999719	05/19/23	Expert Pay	10-0462-021-000-00-00-00-000	EMPLOYEE - CHILD SUPPORT - 05/19/23	\$515.38
99999720	05/19/23	American Fidelity	10-0462-034-000-00-00-00-000	EMPLOYEE - FSA Limited - 05/19/23	\$25.00
99999721	05/05/23	Pennsylvania Department Of Revenue	10-0462-012-000-00-00-00-000	EMPLOYEE - EE PA TAX WITHHOLDING - 05/05/23	\$23,103.05
99999722	05/05/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Social Security - 05/05/23	\$47,487.84
99999723	05/05/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Social Security - 05/05/23	\$47,487.84
99999724	05/05/23	IRS	10-0462-220-000-00-00-00-000	EMPLOYER - Medicare - 05/05/23	\$11,105.95
99999725	05/05/23	IRS	10-0462-019-000-00-00-00-000	EMPLOYEE - Medicare - 05/05/23	\$11,105.95
99999726	05/05/23	IRS	10-0462-009-000-00-00-00-000	EMPLOYEE - Federal Income Tax - 05/05/23	\$62,006.14
99999729	05/05/23	American Fidelity	10-0462-034-000-00-00-00-000	EMPLOYEE - FSAMED - 05/05/23	\$3,888.49
99999730	05/05/23	American Fidelity	10-0462-035-000-00-00-00-000	EMPLOYEE - FSADEPN - 05/05/23	\$713.86
99999731	05/05/23	PNC BANK	10-0462-036-000-00-00-00-000	EMPLOYEE - HSA EE - 05/05/23	\$2,472.47
99999735	05/05/23	Comptroller Of MD.- WH Tax	10-0462-013-000-00-00-00-000	EMPLOYEE - EE MD TAX WITHHOLDING - 05/05/23	\$959.05
99999736	05/05/23	Expert Pay	10-0462-021-000-00-00-00-000	EMPLOYEE - CHILD SUPPORT - 05/05/23	\$515.38
99999737	05/05/23	American Fidelity	10-0462-034-000-00-00-00-000	EMPLOYEE - FSA Limited - 05/05/23	\$25.00

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/28/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account: 10-0101-011-000-00-00-00-000 General Fund					
99999744	04/29/23	American Fidelity	10-0462-037-000-00-00-00-000	EMPLOYEE - Life Ins - 04/21/23	\$1,146.49
99999745	04/29/23	American Fidelity	10-0462-038-000-00-00-00-000	EMPLOYEE - Disability - 04/21/23	\$2,824.09
99999754	04/29/23	American Fidelity	10-0462-041-000-00-00-00-000	EMPLOYEE - Cancer Pre Tax - 04/21/23	\$130.85
99999756	04/29/23	American Fidelity	10-0462-040-000-00-00-00-000	EMPLOYEE - Cancer Post Tax - 04/21/23	\$28.43
99999757	04/29/23	American Fidelity	10-0462-039-000-00-00-00-000	EMPLOYEE - Accident - 04/21/23	\$101.35
99999776	04/29/23	American Fidelity	10-0462-037-000-00-00-00-000	EMPLOYEE - Life Ins - 04/07/23	\$1,146.49
99999777	04/29/23	American Fidelity	10-0462-038-000-00-00-00-000	EMPLOYEE - Disability - 04/07/23	\$2,824.09
99999781	04/29/23	American Fidelity	10-0462-041-000-00-00-00-000	EMPLOYEE - Cancer Pre Tax - 04/07/23	\$130.85
99999782	04/29/23	American Fidelity	10-0462-040-000-00-00-00-000	EMPLOYEE - Cancer Post Tax - 04/07/23	\$28.43
99999784	04/29/23	American Fidelity	10-0462-039-000-00-00-00-000	EMPLOYEE - Accident - 04/07/23	\$101.35
*** NOTE: Voided check amounts are not added to the totals ***				Bank Account Total	1,601,805.40
Fund Totals	10-->1601805.40			Report Total	\$1,601,805.40

Date: 05/23/23
Time: 07:09:26

Greencastle-Antrim School District
List Of Payments 2022-2023

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Check Dates 04/27/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount
Bank Account:	21-0101-000-000-20-02-00-000	CASH - NON-CATEGORICAL			
00001408	05/09/23	Mikie's Ice Cream & Green Cow Gift Shop	21-3218-610-000-20-02-00-000	Gift Cards for Award Assembly	\$30.00
00001409	05/15/23	Kim Combs, Petty Cash	21-0103-000-000-20-02-00-000	MS Yearbook - Startup Cash for sales	\$50.00
*** NOTE: Voided check amounts are not added to the totals ***				Bank Account Total	\$80.00

**Greencastle-Antrim School District
 List Of Payments 2022-2023**

Check Dates 04/27/23 - 05/22/23

Check # 00000001 - 99999999

Check	Date	Vendor Name	Account Number	Description	Check Amount	
Bank Account: 21-0101-000-000-30-01-00-000 Cash Control Account						
00002579	05/02/23	Menchey Music Service Inc.	21-3213-610-000-30-01-00-000	Graduation Music	\$33.94	
00002580	05/02/23	Del Martin Inc.	21-3211-610-000-30-01-00-000	Art Club Shirts	\$385.50	
00002581	05/02/23	Electrolinear Entertainment Inc.	21-3225-442-000-30-01-00-000	Class of 2024 Prom Photo Booth Rental	\$375.00	
00002582	05/02/23	Mark Smith	21-3225-330-000-30-01-00-021	Class of 2024 Prom DJ	\$1,000.00	
00002583	05/04/23	Vinnie's on 11	21-3226-610-000-30-01-00-000	Blue Devil Crew Cafe	\$294.81	
00002584	05/04/23	Green Grove Gardens LP	21-3225-441-000-30-01-00-000	Class of 2024 Prom Venue Rental	\$1,170.00	
00002585	05/09/23	Electrolinear Entertainment Inc.	21-3225-442-000-30-01-00-000	Class of 2024 - Prom Photo Booth Rental (Add hr)	\$100.00	
00002586	05/09/23	Capital One	21-3225-610-000-30-01-00-020	Class of 2024 - Prom Supplies	\$381.17	
00002587	05/09/23	AATSP	21-3217-610-000-30-01-00-000	SHS Induction Supplies	\$357.90	
00002588	05/15/23	Kim Combs, Petty Cash	21-0103-000-000-30-01-00-000	HS Yearbook - Startup cash for sales	\$100.00	
00002589	05/17/23	Balfour	21-3225-610-000-30-01-00-020	Class of 2023 - Diploma Covers	\$2,510.90	
00002590	05/17/23	Oak Hall industries, L.P.	21-3225-610-000-30-01-00-020	Class of 2023 - Caps & Gowns	\$6,183.00	
00002591	05/17/23	AATG	21-3227-610-000-30-01-00-000 21-3227-810-000-30-01-00-000	German Honor Society Supplies German Honor Society - Induction Fees	\$128.50 \$108.00	
Check Total					\$236.50	
00002592	05/19/23	Jones School Supply Inc.	21-3219-610-000-30-01-00-000	Tri-M Induction Supplies	\$61.74	
00002593	05/19/23	Amazon Capital Services	21-3218-610-000-30-01-00-000	Student Council Field Day Supplies	\$87.86	
Bank Account Total					\$13,278.32	
*** NOTE: Voided check amounts are not added to the totals ***						
Fund Totals	21-->13358.32				Report Total	\$13,358.32

AGREEMENT

THIS AGREEMENT, (the “Agreement”), is made effective the 1st day of July, 2023 (the “Effective Date”) by and between Greencastle-Antrim School District, 300 South Ridge Avenue, Greencastle, Pennsylvania 17225 (the “Client”) and Metz Culinary Management, LLC, a limited liability company organized and existing under the laws of the Commonwealth of Pennsylvania (“Metz”) with offices located at Two Woodland Drive, Dallas, Pennsylvania 18612.

BACKGROUND

A. Metz is engaged in the business of supplying operational and managerial services to public and private institutions in the continental United States in connection with such institutions’ custodial and maintenance program.

B. Client desires to have Metz operate and manage Client’s custodial and maintenance program at Client’s facilities (collectively, the “Program”) and provide such other services or operate and manage such other activities as more fully described in Article 1 hereof.

C. Metz desires to provide Client with the Services (as such term is defined in Article 1 hereof) on the terms and conditions set forth herein.

Now therefore, in consideration of the premises and the mutual agreements and covenants hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, the parties mutually agree as follows with the intention of being legally bound hereby:

ARTICLE 1 **SCOPE OF SERVICES**

1.1 All paragraphs of the Background are incorporated herein by reference as if fully set forth at length.

1.2 Client agrees to retain Metz and Metz agrees to accept such engagement from Client, to operate and manage Client’s Program and such other activities as set forth in this Article 1 (collectively referred to as the “Services”). The Services shall commence on July 1, 2023 (the “Service Commencement Date”).

1.3 Client agrees to furnish to Metz throughout the term of this Agreement and any extensions or renewals thereof facilities at the Client’s High School, Middle School, Elementary School and Primary School for the performance of the Services, which facilities shall be completely and fully equipped and furnished to the reasonable satisfaction of Metz (collectively, the “Facility”).

1.4 Client will maintain the Facility in accordance with all statutes, regulations, ordinances, directives and/or rules of governmental bodies or agencies or public health agencies applicable to Client and the operation of the Program (“Applicable Law”). All items furnished by Client for use in the Facility (the “Property”) shall remain the sole property of Client, and Client shall, at its sole cost and expense, maintain and make all necessary repairs or replacements to such Property and the Facility, except that Metz shall be responsible for all damage to the Property and the Facility (other than as provided in Section 7.6 hereof) caused by the gross negligence of its employees in the performance of their duties for Metz. Client shall at all times have ready access to the Facility to inspect and ensure that the Property is being used in

compliance with this Agreement, provided, however, that such access shall not interfere with Metz's performance under this Agreement.

1.5 Metz agrees to furnish any and all necessary qualified personnel (the "Metz Personnel") to operate Client's Program. Metz shall pay the Metz Personnel and shall bill Client who shall pay to Metz, in accordance with Article 2 hereof, the costs of the wages/salaries of the Metz Personnel together with a percentage rate (the "Percentage Rate") of payroll that relates to direct and indirect payroll taxes, workers' compensation insurance, employer's portion of state and federal unemployment compensation tax, social security tax, accident and health insurance, life insurance and 401(k) plan contributions, incentive pay, fringe benefits and related overhead. In addition to the Percentage Rate, Metz shall invoice Client a payroll processing and administrative charge equal to five percent (5%) of payroll, which charge is already factored into the budgeted tax and fringe benefit expense in Exhibit A. Metz shall notify Client from time to time of any changes in the Percentage Rate, which may be adjusted periodically by Metz to cover increases in costs or expenses. The parties hereto acknowledge and agree that routine day-to-day operations of the Program and the Services will be directed by the Metz Personnel; but Metz may, as it deems necessary, furnish supervision to the Metz Personnel.

1.6 If requested by the Client, Metz agrees to provide and carry on Metz's payroll other employees required for the Program, such as Assistant Managers, Trainers and/or Project Workers at wages, work hours and responsibilities to be mutually agreed upon by Metz and the Client. The Client agrees to pay Metz for the wages, payroll expenses and fringe benefits of any such employees in the same manner and under the same terms as the Client pays Metz for the costs of Metz Personnel as set forth in 1.5 above.

1.7 Intentionally omitted.

1.8 Metz will determine the specifications for chemicals and other supplies to be used in the Program and shall order quality chemicals and supplies based on such specifications. Except as otherwise set forth herein, Metz shall be entitled to utilize its national account or other vendor systems to purchase chemicals and supplies for the Program and Services. In the event any national account of vendors extend to Metz any credits or discounts related to the business of Metz or related to relationships or business dealings between Metz and such respective vendors, including but not limited to any early payment discounts or volume discounts, Metz shall be entitled to exclusively retain such credits or discounts.

1.9 The parties' respective operational responsibilities with respect to the Program for providing and paying vendors directly for the following items are indicated below:

	<u>Metz</u>	<u>Client</u>
Housekeeping chemicals		X
Office supplies		X
In-service Training	X	
Telephone service		X
Telephone – long distance		X
Copying		X
Paper products		X
Plastic		X
Hand soap		X
Business Licensing and Permits		X
Recruitment		X
Repairs (Metz – owned equipment)	X	
Repairs (Client-owned equipment)		X
Purchasing services		X

	<u>Metz</u>	<u>Client</u>
Rented/leased equipment		X
Housekeeping equipment replacement (Client – owned)		X
Utilities		X
Pest Control		X
Garbage / Trash Removal		X
Service Contracts		X
Postage		X
Uniforms		X
Office Space		X

1.10 Notwithstanding any other provision of this Agreement, the parties acknowledge and agree that with respect to all cleaning supplies utilized in connection with the Program, including but not limited to cleaners, soaps, brooms, mops, brushes, dust rags, buckets, polishers, scrubbers, ladders, grease guns and oil cans, (the “Cleaning Supplies”) such Cleaning Supplies shall be purchased by Metz as agent for and in the name of Client and Client hereby acknowledges and agrees that title to the Cleaning Supplies shall at all times remain vested with Client.

ARTICLE 2 **COMPENSATION**

2.1 All costs of operating the Program and rendering the Services shall be borne by the Client, including but not limited to the above referenced Metz Personnel payroll costs and all costs as reflected in Exhibit A attached hereto and any subsequent budgets. The budget for the first year of the Agreement is set forth in Exhibit A. Prior to the commencement of each subsequent year of the Agreement, Metz shall enter into discussions and confer with Client for the purpose of formulating the proposed budget for such year and Metz shall prepare and present the proposed budget for approval by Client, which approval shall not be unreasonably withheld. Metz shall invoice such costs to Client on a monthly basis, which invoices shall be due and payable by Client within thirty (30) days following receipt by Client. Nothing contained in this Agreement shall be construed as a guarantee by Metz that any budgetary goals shall be attained.

2.2 Client further agrees to pay to Metz a combined management and administrative fee of \$36,380.63 per year, which shall be billed and paid in equal, consecutive monthly installments. The management/administrative fee set forth above shall be subject to a negotiated increase annually, which increase shall in no event be less than the percentage increase, if any, during the preceding twelve (12) month period in the Consumer Price Index for All Urban Consumers, U.S. City Average, All Items (1982-84 = 100) or a comparable index if that index is not available. If the Facility is located in a jurisdiction that imposes a sales tax or other tax on the fees of Metz, such tax shall be paid monthly by Client together with the payment of fees.

2.3 In the event Client disputes any billing by Metz, Client shall notify Metz in writing within fifteen (15) days of the date of such billing as to the amount of the billing in dispute and the reason for such dispute. Any sums that are unpaid after the above specified periods shall bear interest at the lesser of 1.5% per month or the maximum amount permitted by law accruing from the date such sums are due and owing to the date of payment. Acceptance by Metz of less than full payment on any billing or billings shall not be a waiver of any of Metz’s rights to collect the entire balance of such billing or billings plus interest, if any.

ARTICLE 3
TERM AND TERMINATION

3.1 The initial term of this Agreement will extend from the Service Commencement Date for a period of two (2) years and shall be automatically renewed for successive one (1) year periods, unless earlier terminated as follows: (a) by either party at any time following the first year of the agreement, with or without cause, upon sixty (60) days prior written notice stating such party's intention to terminate the Agreement, (b) by Metz, at its option, upon five (5) days prior written notice of termination to Client following the failure of Client to pay any amount due pursuant to this Agreement and (c) by either party, immediately, upon written notice to the other party of the other party's default in its material obligations hereunder (other than the failure to pay any amounts due and other than as provided in Article 9 hereof) and such default is not remedied within thirty (30) days after receipt of notice specifying the default.

3.2 As soon as practicable following termination of this Agreement, Metz will surrender possession of the Facility and the Property in as good condition and order as when received, ordinary wear, tear, casualty, depreciation and obsolescence excepted and excepting any changes in the condition of the Facility and Property resulting from the actions or omissions of Client or any other third party or any matter outside of the control of Metz. Upon termination of this Agreement, all rights and obligations of the parties under this Agreement will immediately cease and terminate (except for compensation accrued and unpaid to Metz as of the date of termination and the rights of Metz and the obligations of Client pursuant to Articles 2, 6, 7 and 10, all of which will survive such termination).

ARTICLE 4
PROVISIONS RELATING TO START-UP AND TERMINATION

4.1 Immediately following the Effective Date and prior to the provision by Metz of any Services hereunder, representatives of both parties hereto will:

(a) Jointly prepare an inventory of all equipment of Client which is being furnished on the Service Commencement Date;

(b) Jointly prepare an inventory of all housekeeping capital equipment of the Facility that is being furnished on the Service Commencement Date.

(c) Jointly prepare an inventory of all chemical and supply items of the Facility. If at any time during the term of this Agreement or any extension or renewal thereof, Metz determines, in its opinion, that there is not an adequate inventory of chemical and supply items for normal operating requirements, the inventory of chemical and supply items shall be increased to normal operating levels at Client's sole expense.

ARTICLE 5
COMPLIANCE WITH LAWS

5.1 Metz agrees to comply with all Applicable Laws, and will operate the Program and provide the Services in accordance with good sanitation practices as mandated by federal and state ordinances and local laws applicable to the Program.

5.2 Metz shall make its books and records available for inspection and audit upon reasonable notice and during reasonable business hours. The books and records for the Program shall be available for a period of four (4) years from the close of the federal tax fiscal year to which they apply.

5.3 Client will pay or, if already paid by Metz, will reimburse Metz for all other taxes, fees, assessments and licenses related to the Program or the Services, including without limitation, all sales and use taxes, personal property taxes on equipment or investments provided to Client by Metz, taxes or fees imposed upon the operation of the Facility, and including any sales and use taxes imposed on Metz's fees or other charges to Client pursuant to this Agreement.

5.4 Client shall be responsible for the payment when due and payable of any taxes, fees, assessments or licenses being due any taxing authority resulting from any new taxes, legislation or enforcement position effectuated after the Effective Date hereof.

5.5 Neither party hereto shall discriminate because of race, color, religion, sex, age, national origin, known disability or status as a Vietnam era veteran or disabled veteran, and as further defined and prohibited by applicable federal and state government laws, in the recruitment, selection, training, utilization, promotion, termination, or other employment-related activities concerning the Program personnel. The parties further agree to comply with the provisions of the Americans with Disabilities Act (ADA), and any changes to the physical facility necessary to comply with ADA shall be the responsibility of Client.

ARTICLE 6

EMPLOYEE/MANAGEMENT EMPLOYMENT RESTRICTION

6.1 Client acknowledges and agrees that Metz has provided to its employees, on a confidential basis, the Proprietary Information as defined in Article 10 below and that Metz has further made a significant investment of time, money and other resources in training its employees with respect to Metz's methods, procedures and systems. Accordingly, Client agrees that during the term of this Agreement (including any extensions or renewals thereof) and for a period of one (1) year following the expiration, termination or non-renewal of this Agreement (the "Period of Restriction"), it shall not directly or indirectly hire, authorize the hiring and/or permit the hiring (including employment by any successor contractor) of current or former management personnel of Metz to work as part of or in connection with Client's custodial, housekeeping, linen distribution, resident transportation and/or building/grounds maintenance program or programs (whether at the Facility that is the subject of this Agreement or elsewhere) nor shall it directly or indirectly, on its own behalf or in the service of or on the behalf of others, solicit or contact current or former management personnel of Metz in an attempt to hire or employ said personnel. For purposes of this Section 6.1, "former personnel" shall mean a person that was employed by Metz during the then preceding twelve (12) month period.

Notwithstanding the foregoing, Client shall not be deemed to have violated the foregoing solicitation/contact restrictions as a result of: (a) contact regarding possible employment prior to the date of this Agreement; (b) a general solicitation or advertisement that is not specifically directed to employees of Metz; or (c) referrals to Client by a search firm, employment agency or other similar entity provided that such entity has not been specifically instructed to solicit employees of Metz. However, in all such instances, even though the foregoing solicitation/contact restrictions would not apply, the foregoing hiring restrictions would still apply.

6.2 Client acknowledges that the restrictions contained in Section 6.1 of this Agreement are reasonable and necessary in view of the nature of Metz's business and in order to protect the legitimate business interests of Metz. Client further acknowledges that Client's violation of the restrictions, or any one of them, would result in irreparable injury to Metz. Therefore, Client acknowledges that, in the event of Client's violation or threatened violation of any of the restrictions set forth in Section 6.1, Metz shall be entitled to obtain from any court of competent jurisdiction, without being required to post a bond, preliminary and/or permanent injunctive relief restraining Client from any violation of these sections. Moreover, Client agrees that, in the event of Client's violation of any of the restrictions set forth in Section 6.1, Client shall pay to Metz, at Metz's election, an amount equal to 1.5 times the annual salary of the

person or persons hired in violation of Section 6.1, which amount is to be considered to be liquidated damages and not a penalty.

ARTICLE 7
INSURANCE AND INDEMNITY

7.1 Metz agrees to maintain the following insurance coverage for the duration of this Agreement:

Commercial General liability insurance, including Products and Completed Operations coverage, in the amount of \$1,000,000 each occurrence, \$2,000,000 general aggregate. Metz's insurance coverage shall name Client as an additional insured with respect to damage or personal injury caused by the acts or omissions of Metz at the Facility. Metz shall invoice Client for such insurance coverage based upon Metz's company-wide rate applied to managed volume and Client shall pay such invoices in accordance with Article 2 hereof.

7.2 Metz shall furnish statutory workers' compensation insurance as prescribed by the laws of the state in which the Facility is located and employer's liability insurance in the amount of \$100,000 which insurance shall cover all of the employees of Metz in the Program. Metz agrees to furnish Client with a certificate evidencing such insurance.

7.3 Metz hereby agrees to indemnify and hold Client harmless from damages and costs, including reasonable attorney fees, resulting from third party claims or demands to the extent arising out of any acts of Metz in violation of this Agreement or any negligent acts or omissions of Metz, except to the extent such damages or costs are due to the negligence or fault of Client. The obligations of Metz to indemnify and the rights of Client to indemnification under this section shall survive termination or expiration of this Agreement.

7.4 Client hereby agrees to indemnify and hold Metz harmless from damages and costs, including reasonable attorney fees, resulting from third party claims or demands to the extent arising out of any acts of Client in violation of this Agreement or any negligent acts or omissions of Client, except to the extent such damages or costs are due to the negligence or fault of Metz. The obligations of Client to indemnify and the rights of Metz to indemnification under this section shall survive termination or expiration of this Agreement.

7.5 Notwithstanding any other term or condition of this Agreement, each party waives all rights of recovery and subrogation against the other party for any loss to its property from perils which can be insured against under the standard form of fire insurance contract with extended coverage endorsement generally available in the state where the Facility is located, whether or not the party has such insurance. Insurance policies carried by each party shall contain waiver of subrogation endorsements in favor of the other party.

ARTICLE 8
FORCE MAJEURE

8.1 With the exception of the performance of payment obligations, neither Metz nor Client shall have any liability for their respective failure to perform this Agreement when performance is prevented by force majeure. As used herein, the term "force majeure", shall mean any requirement or request of any governmental authority or person purporting to act therefor, war, public disorders, acts of enemies, sabotage, strikes, lockouts, quarantines, public health events, picketing, labor or employment difficulties, fires, acts of God, accidents or breakdowns, whether or not preventable, or any similar or dissimilar cause beyond the reasonable control of either party.

ARTICLE 9
DISSATISFACTORY PERFORMANCE

9.1 Notwithstanding anything to the contrary in Section 3.1 hereof, if Client becomes dissatisfied with Metz's performance hereunder, Client shall give Metz written notice detailing the specific aspects of Metz's performance hereunder with which Client is dissatisfied and shall provide Metz a reasonable opportunity to respond to the notice within thirty (30) days after Metz's receipt thereof, by addressing with Client the issues identified in the notice and by outlining for Client the steps Metz intends to take, if any, to address such issues.

ARTICLE 10
PROPRIETARY INFORMATION

10.1 During the term of this Agreement, each party (the "Receiving Party") acknowledges that it may acquire or obtain access to Proprietary Information of the other party (the "Disclosing Party"). As used in this Agreement, "Proprietary Information" shall mean trade secrets or confidential information related to the business of Disclosing Party or its affiliates which includes, but is not limited to, financial and budgeting information, technical and non-technical data, information and depictions related to the operations, systems, computer programs, software, manuals, videotapes, methods, techniques, recipes, processes, finances (including but not limited to pricing, fee and cost information), actual or potential customers and suppliers, existing and future products, procedures, personnel manuals and procedures, and employment and staffing of Disclosing Party and its affiliates. Proprietary Information also includes but is not limited to information that has been stamped or otherwise designated by Disclosing Party to be Proprietary Information or confidential and information disclosed to Disclosing Party by a third party that Disclosing Party is obligated to treat as confidential.

10.2 All Proprietary Information and all physical embodiments thereof are confidential to and are and will remain the sole and exclusive property of Disclosing Party. In the event Receiving Party receives, obtains access or otherwise is exposed to any Proprietary Information, Receiving Party shall and shall cause its officers, employees and agents to, (1) hold the Proprietary Information in trust and in strictest confidence, (2) not produce, use, distribute or otherwise disseminate the Proprietary Information or any physical embodiments thereof, except to the extent required by the lawful order of any court of competent jurisdiction or federal, state, or local agency having jurisdiction over Receiving Party, provided that Receiving Party shall give Disclosing Party prior notice of such disclosure such that Disclosing Party shall have the opportunity to obtain an order of court prohibiting or limiting such disclosure and (3) otherwise protect the Proprietary Information from disclosure.

10.3 Disclosure of Proprietary Information by Receiving Party will not be made to anyone other than to employees of Receiving Party who are directly involved in performing the Services and have a specific need to know such information and who have agreed in writing to hold the Proprietary Information in trust and strictest confidence in accordance with the terms of this Agreement. Receiving Party will take reasonable precautions to prevent disclosure of Proprietary Information to those employees without a need to know such information.

10.4 Upon request by Disclosing Party, and in any event upon termination of this Agreement, Receiving Party shall return all Proprietary Information and other property belonging to Disclosing Party, including without limitation, all tangible materials containing or embodying Proprietary Information then in the custody, control or possession of Receiving Party or its officers, employees or agents.

10.5 If Receiving Party has any reason to believe that any of its officers, employees or agents has disclosed any Proprietary Information in violation of this Agreement, Receiving Party shall promptly notify Disclosing Party and shall cooperate with Disclosing Party to protect Disclosing Party's interests in the Proprietary Information.

10.6 In view of the importance of the Proprietary Information to Disclosing Party and the incalculable and irreparable harm that would result to Disclosing Party if Receiving Party were to breach its covenants and agreements in connection with these matters, Receiving Party agrees that Disclosing Party may seek specific performance and/or injunctive relief to enforce the covenants and agreements in this Agreement, in addition to any other relief to which Disclosing Party may be entitled at law or in equity.

10.7 Receiving Party shall not disclose the substance of this Agreement to any third party except as or to the extent required by law or the lawful order of any court of competent jurisdiction or federal, state, or local agency having jurisdiction over Receiving Party, provided that Receiving Party shall give Disclosing Party prior notice of such disclosure such that Disclosing Party shall have the opportunity to obtain an order of court prohibiting or limiting such disclosure.

ARTICLE 11 **MISCELLANEOUS**

11.1 All notices and communications permitted or required by this Agreement shall be in writing and shall be mailed by certified or registered mail, return receipt requested, postage prepaid or hand delivered to the other party or delivered by nationally recognized courier with the receipt of recipient acknowledged by signature at the address set forth above (or at such other address as either party shall designate in writing to the other party during the term of this Agreement, or any extension or renewal thereof). In addition, Client shall also deliver a copy of any all notices to Metz at the Facility by hand delivering such copy to a Manager of Metz. Notices shall be deemed received upon actual receipt by the addressee.

11.2 In case one or more of the provisions contained in this Agreement, or parts hereof, should for any reason be held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the same shall not affect any other provision in this Agreement, or part hereof, but rather this Agreement shall in that event be construed as if such invalid, illegal or unenforceable provision, or part hereof, had never been contained herein. The parties intend that if any provision of this Agreement is susceptible to two or more constructions, one of which would render the provision enforceable and the other or others of which would render the provision unenforceable, then the provision shall be given the meaning that renders it enforceable.

11.3 This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, notwithstanding any additional, conflicting or different terms that may be contained in any statement, communication, quotation, acknowledgment, confirmation, purchase order, invoice, billing, or other form of either party. Further, neither party has relied on any representation, promise, agreement, condition or understanding which is not expressly set forth herein. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties hereto that specifically references the intent of the parties to amend or modify this Agreement. For the purposes of this Section, any such amendment or modification must be executed by a Vice President of Metz.

11.4 This Agreement and the rights and obligations of the parties hereto will inure to the benefit of, will be binding upon, and will be enforceable by Client and Metz, and its lawful successors and assigns.

11.5 If Metz deems it necessary to enforce this Agreement by or through an attorney at law, Client shall pay to Metz upon demand all costs and expenses incurred by Metz in connection with such enforcement, including, without limitation, attorney's fees. No failure or delay on the part of either party hereto in exercising any right or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or of any other right or remedy. All remedies are cumulative hereunder. No provision of this Agreement may

be waived except in writing signed by the party granting such waiver. For the purposes of this Section, any such waiver must be executed by a Vice President of Metz.

11.6 This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to conflict of laws.

11.7 No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Agreement. For the purposes of the interpretation of this Agreement and for the purposes of resolving any ambiguity herein, this Agreement was drafted by the joint efforts of both parties and no presumption shall be drawn in favor or against either of the parties by virtue of the Agreement's authorship.

11.8 All heading and captions appearing herein are inserted for purposes of convenience and reference only, and shall not be used to construe or interpret any provision hereof.

11.9 Notwithstanding anything herein to the contrary, the parties acknowledge and agree that Metz is an independent contractor and this Agreement does not constitute or appoint Metz as an agent of Client, which agency is hereby expressly disclaimed by Metz and Client. Client will have no right to control the means or method by which Metz performs the Services; the interest of Client in such respect is to ensure that the Services are performed in a competent, efficient, professional and satisfactory manner. Neither party shall hold itself out as, a partner, joint-venturer, agent, employee, or legal representative of the other, and neither party is otherwise authorized to act for or on behalf of the other as a result of this Agreement or any other agreement and neither party can act for nor legally bind the other. Neither party is authorized to make any agreement, warranty, covenant, or other representation nor to create any obligation, express or implied, on behalf of the other, nor shall either party represent that it has any right or power to do so.

11.10 Neither Client nor Metz shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Program, the Services or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any type of cause of action.

11.11 Except as expressly set forth in this Agreement, neither party makes, and each such party hereby specifically disclaims, any and all representations and warranties express or implied, arising by law or otherwise, arising under or relating to this Agreement or the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and delivered, in duplicate, by their duly authorized officers, effective as of the Effective Date.

METZ CULINARY MANAGEMENT, LLC:

BY: _____

PRINT NAME: _____

TITLE: _____


GREENCASTLE-ANTRIM SCHOOL DISTRICT:

BY: _____

PRINT NAME: _____

TITLE: _____

EXHIBIT A

		Greencastle Antrim School District								
Proforma Spread Sheet										
Fee										
Position	Cost Allocation	Notes	FTE	Rate	Hours	Metz EVS	Greencastle Antrim School District	Total Proposed Yr. 1	Total Proposed Yr. 2	
Facilities Director	Metz		1	\$32.19	2080	\$ 66,950		\$ 66,950.00	\$ 68,958.50	
EVS Manager	Metz		1	\$24.04	2080	\$ 50,000		\$ 50,000.00	\$ 51,500.00	
		Taxes & Fringe		32%		\$ 37,424		\$ 37,424.00	\$ 38,546.72	
Total Management	Metz		2			\$ 154,374		\$ 154,374.00	\$ 159,005.22	
1st shift	Metz		11.00		2080	\$ 440,178		\$ 440,177.50	\$ 453,382.83	
2nd shift	Metz		11.85		2080	\$ 353,066		\$ 353,066.45	\$ 363,658.44	
Relief	Metz							\$ -	\$ -	
		Non-Productive Time				\$ -		\$ -	\$ -	
		Taxes and Fringe Hourly		30%		\$ 237,973		\$ 237,973.19	\$ 245,112.38	
Total Payroll			24.85			\$ 1,185,591	\$ -	\$ 1,185,591.14	\$ 1,221,158.87	
Supplies and Equipment										
Chemicals & Light Equip.	Metz					\$ -		\$ -	\$ -	
Paper & Plastic	Metz					\$ -		\$ -	\$ -	
Hand Soap & Sanitizer	Metz					\$ -		\$ -	\$ -	
Total Housekeeping Supplies and Equipment						\$ -	\$ -	\$ -	\$ -	
Management Expenses										
Uniforms	Metz					\$ -		\$ -	\$ -	
Staff Physicals	Metz					\$ -		\$ -	\$ -	
Background Checks	Metz					\$ -		\$ -	\$ -	
Office Supplies	Metz					\$ -		\$ -	\$ -	
Phone Expense	Metz					\$ -		\$ -	\$ -	
Computer Expense	Metz					\$ 3,720		\$ 3,720.00	\$ 3,720.00	
Liability Ins	Metz					\$ 7,374		\$ 7,373.73	\$ 7,594.25	
Management Fee	Metz					\$ 36,381		\$ 36,380.63	\$ 37,472.05	
Total Management Expenses						\$ 47,474	\$ -	\$ 47,474.36	\$ 48,786.30	
GRAND TOTAL						\$ 1,233,065	\$ -	\$ 1,233,065.50	\$ 1,269,945.17	