

Park Elementary School

STUDENT HANDBOOK

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Columbia, PA 17512
717-684-9780

www.columbiabsd.org

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We are Columbia

Today we will be respectful, responsible, and safe.

We are champions. We are shining stars.

We will work hard, and we will go far!

We are Columbia

BE RESPECTFUL

BE RESPONSIBLE



BE SAFE

TIDE GUIDE

Welcome to Park Elementary School! We are excited you are here. This place is special. Here you will try new things, take healthy risks, grow your minds, spread your wings, make friends, and nurture your spirits. As teachers, we pledge to encourage and support you, challenge you, advocate for you, and believe in your success every day.

Integral to a positive life together is respect for one another and our space. This includes students, faculty, staff, property, and the educational process. At Park Elementary, we desire to maintain a community that is welcoming, inclusive, and affirming of all students and their potential. In this place, we want all individuals to experience being accepted, valued, and loved. As we interact with one another, our goal is to treat others as we wish to be treated.

School standards and expectations are established to guide our life together. While persons may have different opinions about these expectations, a common understanding is needed to live and work together as a school. One of the purposes of this Tide Guide is to communicate standards and expectations. This handbook is not a comprehensive listing of school expectations, policies, and procedures, but rather a general summary for your convenience. Not all situations are addressed. The principal and assistant principal can make changes to the Tide Guide at their discretion when needed during the school year. In addition to the guidelines here, teachers will establish specific guidelines in their classrooms.

You are responsible for adhering to all expectations, policies, and procedures included in this Tide Guide.

***All policies referenced within this document may be reviewed by contacting the building principal or through the district's web page.*

Core Purpose

Winning Aspiration

Every child in the borough is enrolled, engaged, and excelling and is well-positioned to be a productive member of their community.

Mission Statement

The Columbia Borough School District provides a learning environment where every student can excel to his/her highest potential of academic achievement. The District, in partnership with the community, will prepare each student to become an independent life-long learner and a responsible caring citizen.

Vision Statement

The Columbia Borough School District will continue to grow as a progressive and dynamic educational organization by providing quality education that secures the future of our children and community.

Our Values

- Integrity
- Collaboration
- Empowerment
- Communication
- Respect
- Kindness
- Perseverance
- Innovation

Equal Opportunity Institution

The Columbia Borough School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in any of its activities, programs, employment policies or practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the American Disabilities Act of 1990. Please direct equal opportunity inquiries to The Columbia Borough School District, Office of the Superintendent, 200 North Fifth Street, Columbia, Pennsylvania 17512 or call (717)684-2283.

School Colors: Crimson and Gold

School Nickname: Crimson Tide

Attendance

The Board understands the importance of a student's attendance to his/her school success. It also fully understands the laws governing student attendance. Therefore, the District will do everything within its power to encourage and expect proper attendance.

Arrival

Park Elementary students are to report to school by 8:00 a.m. and will be considered tardy if they arrive after 8:10 am. Students who arrive after this time must report to the office to receive a pass.

Excused Absence – Any absence from school due to illness, family emergency, or death in the family that is accompanied by a completed, valid excuse blank signed by the student's parents/caregivers and submitted within three days of the absence.

Unexcused/Unlawful Absence – Any absence without a parental excuse that is not submitted within 3 days, or any absence not accompanied by a doctor's excuse after a student has accumulated ten days of excused absence in an academic year. No make-up work will be allowed for unexcused/unlawful absences, and a zero will be given for all assignments.

Tardy—Students arriving after 8:10 a.m. will be considered tardy. Tardy minutes will accumulate, and when a student reaches 380 minutes, an unexcused/unlawful day will be added to the attendance record.

Doctor's Excuse – A doctor's excuse is required for any subsequent absences after a student has accumulated 10 absences within the academic year. If a student leaves early for an appointment, a doctor's note is required to be excused.

Excessive Absence – PA attendance law requires schools to address attendance issues. After 10 days of consecutive unexcused/unlawful absences, the student will be dropped from the rolls, if the student is 17 or older.

Subsequent Unexcused/Unlawful Absence

Unexcused absences after the School Attendance Improvement Plan Meeting (SAIP)Truancy Elimination Plan meeting will result in one or more of the following:

1. Referral to school or community-based attendance improvement program.
2. Referral to the Office of Children and Youth
3. Filing of Truancy Citation

Truancy Citations—Citations could to be issued for all unlawful absences.

School Absence Procedure:

1. Parents/Caregivers are required to have accurate addresses, phone numbers, emergency numbers and workplace information, including phone numbers, on file in the office.
2. Parents/Caregivers must call the school between the 7:30 a.m. and 8:30 a.m. to verify that their son or daughter will be absent from school that day followed with a note within three days of the student’s return to school.
3. An excuse form must be completed and submitted to the office. Students are expected to hand in an excuse form the day they return from an absence. Students who fail to return an excuse form by the third day will receive an unexcused absence. **Students, whose parents/caregivers have called in their absence, must still provide a written excuse for the absence within the required time frame.**
4. For each legal day of absence, each student will be given two days to complete missed assignments for one to five days absent. If a student is absent for more than five consecutive days, make up work must be arranged with the individual subject teachers in a time frame acceptable to each teacher.

Important Note to Students/Parents/Caregivers: Securing make up work is the responsibility of the student. Teachers will make every effort to accommodate and help students in this process.

Educational Trips

No student may spend more than a total of five (5) school days on approved educational trips in any given school year. At least five (5) days prior to the trip, the student must submit a completed *Education Tour/Trip Request* form to the Main Office. These forms are available in the Main Office. Students will be responsible for all work missed during their absences. All requests are subject to approval of the Administration and no trips will be approved during PSSA exams.

General Information

Title I Information

The Columbia School District has three Title I buildings. Please reference the district website for the following Title I information:

- Right to Know Parent/Caregiver Letter
- Title I Complaint Procedure
- Parent Involvement Policy
- Title I School-Parent Compact

Parents/Caregivers in Title I schools are notified annually that they may request information regarding the professional qualifications of their child’s teachers, and of paraprofessionals who provide instructional services to their children.

Sample of Right to Know Letter:

Date

Dear Parents/Caregivers:

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 teachers and instructional paraprofessionals who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner. We are happy to provide this information to you.

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, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and majors or areas 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 Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents/caregivers and family members request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments include: Subject matter tested, purpose of test, source of requirement, amount of time it takes students to complete the test and the time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking they to succeed in school and beyond. That commitment includes making sure that all teachers and paraprofessionals meet applicable Pennsylvania state requirements. We look forward to the upcoming school year, and applicable Pennsylvania state requirements. We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

Columbia Borough School District

CBSD-Park Elementary Parent/Caregiver Involvement Policy

In recognition that the parent/caregiver is the child's first and most important teacher and that the parent's continued involvement is essential for the success of students. The Columbia Borough School District (CBSB), particularly Park Elementary, is committed to building a strong parent/caregiver school partnership. Furthermore, federal regulations state that funds may be received only if programs, activities, and procedures for the involvement of parents/caregivers of participating children are implemented. Such activities shall be planned and implemented with meaningful consultation with parents of participating children. Consultation shall be ongoing and timely.

At the beginning of each school year, this policy shall be distributed to parents of Title I students and, to the extent possible, provided in a language the parents can understand. This policy shall also be made available to the community and reviewed annually. Parents/caregivers will be involved in the timely review and update of the policy.

All buildings in the CBSB operated a school wide Title I plan, making each parent eligible to participate in all Title I functions and meetings. Parents/caregivers of each Title I student are given the opportunity to participate in at least one parent/caregiver-teacher conference and any additional conferences needed to ensure understanding and cooperation among the parents/caregivers, students, and respective school officials so that students will fully profit from all school experiences.

To improve student achievement and to maintain strong school/family/community partnerships, the CBSB, particularly Park Elementary School, shall do the following:

- Hold an annual Title I parent/caregiver meeting
- Hold periodic parent/caregiver steering committee meetings at each building to inform parents/caregivers of their school's participation in the Title I program.
- Offer several meetings throughout the school year.

Park Elementary School will also provide parents/caregivers of Title I students with:

- Timely information about the program
- If requested, a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- If requested, opportunities for regular meetings to formulate suggestions and to participate, as appropriate in decisions relating to the education of their children, and to respond to any such suggestions.

Students Experiencing Homelessness

The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education and is based on the federal McKinney-Vento Homeless Assistance Act. This federal regulation ensures that homeless children and youth have access to a free, appropriate, public education. Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

*Sharing the housing of others due to a loss of housing, economic hardship, or similar reason.

- *In a place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, or campground.
- *In a homeless or domestic violence shelter or transitional housing placement.
- *Outside of his/her home as an unaccompanied youth.
- *In any of the situations listed above as the child of a migrant family.

Children and youth experiencing homelessness have the right to:

- *Continue their education in their current school and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking paperwork normally required.
- *Participate in all applicable school programs, including supplemental services.
- *Receive free lunch
- *Receive assistance with school related expenses.

If you suspect that a student may be experiencing homelessness or is in jeopardy of homelessness, please contact Kelly Smith, Home and School Visitor or a school counselor to make a referral.

Special Education

The following guide provides a brief description of the process used to assist students who are experiencing difficulty in regular education classes and the procedures for evaluating students and determining if special education programs are needed.

In addition to the information about our programs noted below, please read the "Child Find" guidelines the District uses for identifying needs of students located on the School District's Administrative Web Page. For more information regarding special education programs and services, contact the Special Education Coordinator at the District Administration Center, 200 North Fifth Street, Columbia, PA 17512 or call 717-684-2283.

Confidentiality of Records

The school district protects the rights of confidentiality, access to, and destruction of pupil records. School board policy outlines the ways in which confidentiality and privacy are protected in the maintenance and dissemination of pupil records.

Type of Program and Services

A full range of special education programs and services are provided by Columbia Borough School District. Some are operated directly by the district, and others are provided through contracts with the Lancaster-Lebanon Intermediate Unit 13. Depending upon identified needs, exceptional students may be in classes or receive services in the following categories:

- Learning Support** - Service and programs for exceptional students whose primary identified need is academic support.
- Emotional Support** - Service and programs for exceptional students whose primary identified need is for emotional support.
- Life Skills Support** - Service and programs for exceptional students whose primary identified need is for functional academics and skills for independent living.
- Physical Support** - Service and programs for exceptional student who need special education modifications due to physical disabilities.
- Multiple Disabilities Support** - Service and programs for exceptional students who have multiple disabilities.
- Autistic Support** - Service and programs for exceptional students who are autistic.
- Speech and Language Support** - Service and programs for exceptional students who are speech and language impaired.
- Hearing Impaired Support** - Service and programs for exceptional students who are deaf or hearing impaired.
- Visually Impaired Support** - Service and programs for exceptional students who are blind or visually impaired.
- Gifted Support** - Service and programs for exceptional students identified as gifted.

Student Health Services

Health Clinic Services Not Available in School The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and to detect health problems early. **Health room care is available for students who become ill or are injured while in school. Please do not expect the school to handle sickness or injury occurring outside of school. If you are having difficulty in finding or providing care for your child, the school nurse may be able to assist you in obtaining proper care.**

Illnesses and Injuries

Students are to report to the school nurse if they are not feeling well or an injury occurs on the school property. The school nurse will determine if emergency care is needed or if the parent needs to take the student home. **NO STUDENT is released to go home from the Health Room unless the school nurse has obtained permission from an adult listed on the emergency card.** If a student is ill or has an injury requiring the student to miss school for an extended time, inform the school nurse and the attendance officer. If the student needs assistance upon returning to school, call the nurse. Elevator keys are available in the Health Room.

Immunizations

The Department of Health requires that all children in any grade, K-12, including all public, private, parochial, intermediate unit and home-schooled students, show proof of required immunizations before they can attend school in the Commonwealth. If the requirements are not met, the school administrator shall undertake suspension procedures.

Emergency Form

On the first day of enrollment in Park Elementary each student will **receive an emergency information form to be updated.** This sheet **must** be returned to the Homeroom Teacher within **ONE WEEK** of enrollment. **It is the responsibility of the parent/caregiver to update the information as needed. Only contacts listed on this form will be able to pick up the student for any reason.**

Student Assistance Program (SAP)

The SAP Team is a caring group of people who want to get students the help that they need. If you or anyone you know are having difficulties in school, contact your teacher, school counselor, school nurse, home and school visitor, school psychologist or administrator. Circumstances either here or outside of school could be making the school day hard to deal with. Circumstances that may cause difficulties in school include, but are not limited to, depression, anger, drugs, and alcohol and problems at home. Let us know if you are having problems. We are here to lend a helping hand.

Physical Exams: The School Health Law requires Physical Exams for children upon original entry to school, Grade 6 and Grade 11. The exam may be performed by the school physician or private doctor. *Completed and signed forms must be returned to the school by the designated date.*

Dental Exams: The School Health Law requires Dental Exams for children upon original entry to school in grade 3 and 7. The exam may be performed by the school dentist or private dentist. *Completed and signed forms must be returned to the school by the designated date.*

Growth Screening including BMI (Body Mass Index): Grades K – 12.

Vision Screening: Grades K-12; referral letters sent to parent/guardian for failures

Hearing Screenings: Grades K,1,2,3,7,11, all special ed. students; referral letters sent to parent/guardian for failures.

Scoliosis Screening: Grades 6 and 7; referrals sent to parent/guardian for concerns.

Medication Policy (Board Policy 210)

The District's policy requires that a signature from the prescribing physician must be documented for medication to be administered to a student. **ALL MEDICATION, including over the counter medication, MUST be in the original container and kept in the nurse's office in a locked cabinet.** A Medication Information Form is available on the district website. It must be completed and signed by the physician and the parent/guardian.

Portal to Portal Responsibility

Recent changes in State Law limit the responsibility of School Districts for the safety of all students, to those times that students are on school property. When a student leaves school property, the responsibility to ensure the safety of the student shifts to the parent/caregiver; this includes transportation of the student to and from school. The District is not responsible for any accident or incident that occurs away from school property or during travel times by the student to and from school.

Hotlines for Students

Here are some recommended hotlines for students who feel they need help. Except where noted, all lines are open 24 hours a day, seven days a week.

- Depression and suicide – The National Hotline Network (800-784-2433)
- Drug abuse – U. S. Department of Health and Human Services, Substance Abuse Services Administration (800-662-4357)

Operational Guidelines

The Board of Education has authorized the administration to conduct sweeps of the school property/premises for the purpose of detecting any unauthorized substances as defined by the Drug and Alcohol Policy. No prior notice will be given.

Announcement Exercises / Flag Displays

Each student shall be encouraged to salute the flag and recite the Pledge of Allegiance or the National Anthem during announcement exercises. A student may refuse to recite and choose to remain silent during the Pledge of Allegiance or salute the flag based on religious conviction or personal belief. A student who declines to participate in opening exercises shall follow the procedure the administration deems necessary. The building principal shall provide written notice to parents/caregivers of a student who refuses to remain silent and salute the flag or recite the Pledge of Allegiance. A copy of the full policy may be obtained by contacting the building principal or from the district’s website.

Emergency Drills and Procedures

Teachers will indicate to students the exit to be used in case of a fire/drill and obtain the classroom’s 911 and class roster prior to leaving the classroom.

1. Teachers are to escort their students to the designated safe area.
2. If an exit is barred, use the next nearest exit.
3. In the event of fire, students or teachers should pull the nearest fire alarm!

Emergency Closing of School

School closure and delays will be announced through our automated phone system, school district website, LNP Online, and over the following stations:

Television	Radio
WGAL TV	WROZ 101.3
ABC 27	WARM 103
FOX 43	WSBA 910 AM
WHP 21	WDAC 94.5
CW TV 15	WHP 580 AM
	WRVV 97.3

Academics

Student Records Policy

The Columbia Borough School Board has adopted a records policy, a copy of which may be obtained by contacting the building principal. The essentials of this policy are:

1. Parents/caregivers of eligible students shall have the right to review their child’s records by submitting a written request to the Superintendent. The school shall comply within thirty days.
2. The district respects the confidentiality of each student’s records. The parent/caregiver must give written permission for release of the school records to all persons or agencies except for several state and national agencies. If a student is transferring to another school, records will be forwarded when CMS receives notification from the new school.

3. Parents/caregivers have the right to challenge any information in their child's records by submitting a written statement describing the specific information to which the parent objects and the reason for the objection to the Superintendent. Parents/caregivers will receive a reply to their request within ten (10) working days.
4. There are two types of record classification: Administrative (Name, address, phone, parent name, etc.) and Supplementary (standardized test scores, observations, etc.)

Grading Scale

A = 100-90 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

Exemption from Instruction

The District will excuse any student from specific instruction when the following conditions are met:

1. To assist the school district in ensuring that the student is excused from the specific instruction, the request must be made in writing and must describe the specific instruction from which the student is to be excused.
2. The written request for exemption from instruction should be sent by the qualifying parent/caregiver or student to the administration.
3. It is not the responsibility of the District to ensure that the student exercises their right to be excused. It is the responsibility of the student to ask permission to leave class when the specific instruction objected to is being presented or is about to be presented. When a student seeks to be excused, the administrator is to excuse the child if a) the administrator has a copy of the written request, or if; (b) the written request adequately describes the instruction that is taking place or is about to take place.

The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or that of the parent/caregiver.

4. The parent/caregiver and/or student shall designate, on the request to be excused, replacement educational activities in which the student shall engage during the time the student is excused. The only permissible educational activity for this purpose shall be instruction that is consistent with the goals set for the course, and the action must not require the provision of any extra resources by the District.
5. The building principal shall determine where the student shall report during the time the student is excused.
6. All students excused from specific instruction shall be required to achieve the learning outcomes established by the District necessary for graduation.
7. Students excused from specific instruction shall be required to achieve the learning outcomes established by the District necessary for graduation

State Testing Requirements

PSSA exams are administered to 3rd and 4th grade students. These exams are recorded in the student's permanent record and are used for determining course and section placement.

Expected Conduct and Disciplinary Procedures

Park Elementary is committed to fostering and nurturing a culture of peace, safety, respect, mutual accountability, and trust. When students engage in behavior that damages or threatens to harm our community, our first response must be to ensure the safety of our students and staff. Our goal is to build a positive learning community with conduct that enhances the educational process. Park Elementary expects students to develop self-regulation and build positive relationships with others. Teachers respond appropriately when classroom and schoolwide expectations are violated.

Restorative practices are central to our handling of disciplinary matters. The goal of discipline is not punishment, but rather changed behavior. It is anticipated that students and families will respect and work with teachers so that few discipline cases are

referred to the administrator. In cases where the unacceptable conduct does not change, referrals will be made to the assistant principal and principal.

Restorative conferences may be used to repair harm caused by unacceptable behavior. Student mediation and negotiation strategies are also encouraged as methods for solving problems. In all cases, it is important to respect the dignity of the individual through the process.

Dress Code (See Board Policy 221)

Students are expected to dress in a fashion appropriate for school. Any student dress that could potentially disrupt the learning process or be harmful to any student will not be tolerated.

The following are not allowed:

1. Shirts and blouses baring midriff or cleavage, shirts exposing shoulders that do not follow the three finger-tip width allowance.
2. Boxers, running, or biking shorts.
3. Shorts and skirts must be at figure tip length, or they will require leggings under them.
4. Hats, bandanas, or doo-rags. They also may not be worn around the neck or hanging out of pockets.
5. Hooded sweatshirts may be worn, but the hood must remain down during the school day.
6. Slippers or pajamas (tops or bottoms).
7. Manufactured holes in clothing must be covered with a second layer of clothing, if hole is above fingertip length.
8. No sunglasses or designed contacts.
9. No exposed undergarments.
10. No shoes/sneakers containing wheels, and shoes must have soles appropriate for outdoor use.
11. Leggings may be worn only if shirts, sweaters, or sweatshirts reach fingertip length front and back.
12. Flip-flops/sliders are not permitted
13. Clothing with inappropriate or suggestive lettering or drawings. Anything dealing with sex, drugs, alcohol, tobacco, profanity, depictions of violence, weapons/firearms. The administration has the final decision on questionable content.

Food/Drink in Classes

Clear water bottles may be carried by the student throughout the school day.

Personal and School Property

Students are responsible for all school equipment and materials issued to them by the school. If any of the items are lost, stolen and/or damaged, the student to whom they were issued will be held financially responsible for repair or replacement of the item.

Assembly Behavior

1. Remain quiet for all assemblies.
2. Remain attentive during the entire assembly.
3. Applaud at the end of a speech or performance regardless of your personal feelings about the event.
4. Observe school/classroom expectations at all times.

Cafeteria Guidelines

Students in the cafeteria are asked to adhere to school/classroom expectations. The cafeteria staff and monitors are charged with ensuring a safe and clean environment.

Stealing food/drink or not paying for it will result in administrative consequence and may require assistance from our CBSD School Resource Officer.

A.M. Cafeteria Procedures—Breakfast

Students arriving for breakfast must enter Park Elementary via the Cherry Street entrance (rear of building). The doors open at 7:30 a.m. All students must remain in the cafeteria/gym until dismissed. The breakfast line closes at 7:50 a.m. Students who fail to follow Park behavior expectations may lose the privilege of eating breakfast in the cafeteria.

Computer/Internet Usage

The district shall ensure that students and staff use the computer and internet resources responsibly. Prior to student and

employee use of the computer/internet an Acceptable Use Policy Agreement shall be distributed. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The building administrator shall have the authority to determine what is inappropriate use in accordance with Board Policy #815. Consequences for inappropriate use could include any of the following:

1. Suspension of access privileges.
2. Restitution for damages.
3. Notification of legal authorities.
4. Other disciplinary or legal action.

Care of District Technology

District information service resources are valuable. They require time and effort to acquire, configure, and maintain. Vandalism and theft require the use of Technology Department resources to recover from these activities, and the affected resources are unavailable to other district users until restored. Because of this, vandalism will result in the termination of the user's access and cancellation of the privilege of using District information services resources. Vandalism includes but is not limited to damage to equipment, opening or disassembling equipment without authorization, altering or deleting components of installed programs or operating systems, altering or attempting to alter settings on individual machines or the network without permission and any other activity that is deemed harmful or detrimental to district resources.

Electronic Devices (Board Policy 237)

The use of electronic devices, which include but are not limited to, cell phones, MP3 players, iPads or iPods, pagers, two way radios, video games, laser pointers, video and audio data, and cameras are prohibited during the academic school day unless permission has been granted to the student for classroom usage or for common area usage as designated by the school administration. Cell phones and other electronic communication devices must be in the locker or backpack inside the locker. The definition of an "electronic device" is left to the discretion of the administration.

Electronic devices that are found in violation of these procedures will have the following consequences:

1. Warning by teacher
2. Taken for the class period by teacher and returned at the end of class.
3. Taken for the day by the teacher and returned at the end of the day, and parents will be contacted.
4. Student will be sent to the office, and the phone will be taken and held in the office and a detention will be assigned.
5. Continued offenses—the phone will be taken that day and given to the office, a day of ISS, and students may pick up on the following morning.

Refusal to hand over an electronic device to school staff or administration may result in disciplinary consequences. The school district will not be liable for any lost, damaged, or stolen devices.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. All violations that constitute a crime under state and/or federal law will be reported to the SRO. Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

Earbuds/Headphones are not permitted in the hallways or classrooms unless for instructional use. Earbuds/Headphones may not be around the neck or ears at any time during the school day.

Alcohol & Controlled Substances Policy (See Board Policy 227)

The Columbia Borough School District prohibits the use, possession, and distribution of any alcohol and/or controlled substances (legal and illegal) during school hours, on school property, and at any school-sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and other employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by such release.

Incidents of possession, use, and distribution of controlled substances and/or alcohol by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Any student found under the influence of alcohol and/or controlled substances or who possesses, uses, dispenses, sells, aids or conspires in the procurement, use or dispensation of alcohol, or controlled substances, while on school property or at a school sponsored activity, will be suspended for ten (10) days out-of-school and will be referred to the Board for an expulsion hearing. In addition, said student and the incident will be reported to the local police authorities for any appropriate criminal or juvenile prosecution.

Any student may voluntarily approach any member of the Student Assistance Program to seek help for an alcohol or substance abuse problem for him/herself or a peer prior to discovery by the district of violation of this policy by said student or peer, as set forth in the guideline directly above.

When a student is suspected of abusing alcohol or controlled substances, without sufficient evidence to warrant disciplinary action under the guidelines above, the student shall be referred to the Student Assistance Program.

Cheating / Plagiarism

Cheating and/or Plagiarism can be described as using the work of another for your own benefit. This can include looking at other student's assignments, not providing credit to sources obtained, etc. When a student has been found engaging in cheating or plagiarism the following procedure will be followed:

1. The first offense will result in a grade of zero being given. The teacher will notify an administrator who will contact the parent and may schedule a conference with the parent, student, and teacher.
2. Additional incidents will also be reported to the appropriate principal and counselor for further investigation and disciplinary follow-up. A parent conference will be held to discuss the situation.
3. All plagiarism will be considered actionable for members of the National Honor Society.

Unlawful Harassment (See Board Policy 248)

The Board strives to provide a safe positive working climate for its students and staff. Therefore, it shall be the policy of the district to maintain an environment in which harassment in any form is not tolerated.

Harassment – includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

Racial/Ethnic Harassment – includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual Harassment – for purpose of this policy includes any action, verbal (comments, jokes, etc.), or physical contact, in its slightest or subtlest form, as well as written, pictorial or other forms that have sexual implications.

Students may report harassment complaints to:

- Teachers/Administrators
- Counselors
- Nurses

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Extreme or repeated offenses may result in police involvement. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

Bullying/Cyberbullying (See Board Policy 249)

Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following: Substantial interference with a student's education; Creation of a threatening environment or an imbalance of power; Substantial disruption of the orderly operation of the school. This includes cyberbullying. School setting means in the school, on school grounds, in school vehicles or at any school sponsored activity. Bullying should be reported to building principals and will be investigated promptly and corrective action will be taken when allegations are verified.

Search of Students (See Board Policy 226)

The search of a student's person shall be permitted when there is a reasonable belief that the student has on his or her person items in violation of federal, state or local laws (see #226 G2). Under no circumstance shall anyone other than a building administrator conduct the limited form of searches described in this policy.

1. Searches of personal effects of students, such as gym bags, handbags, purses or similar items, may be conducted by the building administrator and shall be performed in the presence of another authorized school official whose function shall be to witness the search. Contraband items found in the possession of the student may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. The search must be based on reasonable suspicion and cannot be random in nature.
2. Searches of a student's person shall be limited to and meet the following guidelines: (a) Students may be requested to empty the contents of their pockets and/or turn their pockets inside out based upon reasonable belief that their pockets contain items which violate provisions contained in this policy. Their failure to cooperate with district officials could warrant contact of the police for assistance by the building administrator; (b) Under no circumstances shall students be requested or forced to disrobe, partially or completely by any school administrator. If such conditions exist that would warrant such a search, the administrator should isolate the student and contact the police for their assistance. Parent(s)/guardian should also be notified of the suspicion and intended action of district officials.

Smoking/Tobacco (See Board Policy 222)

The Columbia School Board policy in prohibits students from possessing or using tobacco in a school building, a school bus, or on or within fifty (50) feet of school property. School Districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine of up to \$50.00 plus court costs. Fines collected will benefit the student's school district. Any student and/or person found in possession of or smoking a tobacco product will be subject to prosecution initiated by the Columbia Borough School District and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district and to pay court costs. In addition, disciplinary consequences will be assigned.

Weapons Policy (See Board Policy 218.1)

The Columbia Borough School Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Weapon – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and or any other tool, instrument or implement capable of inflicting serious bodily injury.

Any tool, instrument, or implement may be considered a weapon for purposes of this policy if the tool, instrument, or implement is used for the purpose of inflicting or threatening to inflict bodily injury.

Possession – A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, on to school property, to any school sponsored activity, and on to any public conveyance providing transportation to school or a school sponsored activity. The Board prohibits students from using any weapon, including any tool, instrument, or implement for the purpose of inflicting, or threatening to inflict, bodily injury while on school property, while on property being used by the school, at any school function or activity, at any school event held away from the school, on any public conveyance providing transportation to school or a school sponsored activity, or while the student is on his/her way to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

Lunch Detention

Lunch detention may be assigned during the student's regularly scheduled lunch period. The student will report to a designated location after getting their lunch. A student who is absent on the day that a lunch detention is assigned will have it rescheduled for the next day that the student is in attendance.

Time Out/In School Suspension

The purpose of time out and/or in school suspension (ISS) is to remove a student exhibiting highly disruptive or unsafe behavior from the larger student body for a designated amount of time. Time outs and ISS are constantly supervised environments in which the student must follow explicit rules and are restricted to a separate self-contained work area. Students work on assignments as specified by their classroom teachers.

Out of School Suspension

When students commit an offense that warrants out of school suspension (OSS), they will be assigned to OSS for one to ten days. While serving their out of school suspension, students may not attend or participate in any school activities, and they may not trespass on any school grounds. The student can make up schoolwork that they missed during his/her suspension. The suspension is in effect from the time the student is escorted out of the building until 7:30 a.m. of the date of return. While our desire is to keep all students in school to receive a good education, there are situations where OSS is warranted. **Students who are assigned OSS for 4 or more days will be required to attend a due process hearing prior to their return to school.**

All OSS referrals will be subject to the condition and guidelines established by the discipline review committee and could lead to a student's expulsion from school or being placed in an alternative education program.

Alternative Education Program

Behavior concerns may warrant the building administrator to recommend placement in the alternative education program. Student placement into this program is NOT voluntary. Specific criteria will be developed and reviewed with students and parents to determine if the student can return to the regular school setting. At dismissal, students must leave school property immediately.

Expulsion Procedure

1. The administration and other appropriate staff members meet to review the student's discipline.
2. A hearing may be scheduled, and parents/caregivers are notified, in writing, of the time and place.
3. The Board of Education conducts the hearing.
4. The Board of Education directs what steps are to be taken regarding the student's educational placement.
5. The Board of Education makes a final decision regarding disciplinary action.
6. Parents are notified of the Board's decision by mail.

Board hearings are held for the purpose of presenting evidence and hearing student's responses. The administration presents evidence in the form of discipline, attendance records, academics, and personal anecdotes. Parents/students are given the opportunity to respond to the charges. After the hearing, a decision is rendered, and parents are informed in writing within ten (10) days. If the decision is made to remove the student from school, the exclusion may range in length from ten (10) days to a year.

Park Elementary Discipline Grid

Level 1	Level 2	Level 3	Level 4
Classroom disruption Horseplay Failure to follow classroom/schoolwide expectations Name calling Non-directed profanity	Physical or verbal altercation Continued failure to follow classroom and/or schoolwide expectations Directed profanity Being in an unauthorized area Use of cell phone without permission Continued Level 1 behaviors	Stealing Bullying Destruction of property Continued Level 1 and 2 behaviors	Fighting/directed violence Violation of school weapons/alcohol/drugs/tobacco/vaping policy Sexual misconduct Major/ongoing school disruption Continued Level 1,2,3 behaviors

Principals/assistant principals have the authority to adjust consequences due to the evaluation of the circumstances surrounding the case or incident. Every effort to contact parents/caregivers will be made during the referral process.

Consequences and Restorative Practices

Level 1	Level 2	Level 3	Level 4
Redirection Verbal warning or teacher conference Loss of privilege Parent contact Classroom time out (assigned by teacher) Reflection sheet Restorative circle/conference Conflict mediation	Office referral Principal conference Time Out Loss of privilege Lunch/recess restriction Parent Contact Reflection sheet Reflective composition Restorative circle/conference Conflict mediation Work detail	Repair/replace damaged/destroyed property Time Out Parent conference Loss of privilege ISS Reflection sheet Reflective composition Restorative circle/conference Conflict mediation Work detail	Mandatory parent conference ISS OSS Reflection sheet Reflective composition Restorative circle/conference upon return Conflict mediation Work detail Possible expulsion hearing

*These are guidelines; this is not an exhaustive list.