CHAMBERSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

Safe, nurturing, and engaging environment where students will receive a rigorous and responsive education that will empower them to compete globally.

CHAMBERSBURG AREA SCHOOL DISTRICT BELIEF STATEMENTS

- Students, family, school, and community share the responsibility and accountability for learning.
- Learning is life-long.
- Every student learns differently.
- Learning takes place best in a positive and safe environment.
- Every student deserves a well-rounded education with high academic standards.
- Every student can be successful.

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admissions, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments, The Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Titles VI and IX and Section 504, may be directed to Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone (717) 261-3303.

“Si usted no puede hablar o leer ingles y necesita ayuda entendiendo esta informacion, por favor llame al 261-3359. Digale a la persona que se comunique con la escuela y ellos se comunicaran con la interpretadora de la escuela. No se olvide de dejar su nombre, numero de telefono y cuales preguntas usted tiene. Gracias.”

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

The Chambersburg Area School District uses a variety of video surveillance technology in an effort to create and maintain a safe and orderly environment. Please be aware that access to buildings will be obtained through secured entrance procedures that may require you to present identification and/or state the reason for your visit. Also, please be advised that all students, staff, and visitors may be subject to video surveillance. Moreover, recordings from video surveillance may be used in disciplinary and/or criminal prosecution.
ACCOMMODATIONS FOR AMERICANS WITH DISABILITIES

For individuals with disabilities as defined by the Americans with Disabilities Act (ADA), Chambersburg Area School District will provide reasonable accommodations for access to school(s) and/or events. Please call 261-3303 or TDD 261-3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

INTEGRATED PEST MANAGEMENT

The Chambersburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the Buildings and Ground Office in writing 482 South Main Street, Chambersburg, PA 17201. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact the IPM coordinator at 261-3407, CASD Office of Buildings & Grounds.
TEACHER/PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student in the Chambersburg Area School district, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child’s classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact the Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, 261-3303.

PRIDE IN SELF – DRESS CODE

Students are expected to wear proper clothing in order to create a positive school atmosphere. Students should present themselves in a manner that does not create a distraction to the educational process. Clothing worn from home in the morning will be worn for the day. Changing into other clothing will not be permitted. Students are advised of the following when selecting their school attire:

Tops
- Tops are permitted in any solid colors or patterns. They may NOT hang at the knee, be see-through/revealing, form-fitting, ripped or frayed. Midriff and cleavage must be covered.
- Tops must have a crew neck, v-neck, collar, turtleneck or mock turtleneck.
- Crew neck and v-neck shirts must conform to a “three (3) finger self-check” by the students from the base of the neck.
- Shirts must have sleeves.
- Only the top two (2) buttons may be unbuttoned on any style of shirt.
- Two (2) inch logos/emblems are permitted.
- Hooded tops/sweatshirts or “hoodies” may be worn to and from school and during recess ONLY.
- Outerwear/outdoor wear may be worn to and from school and during recess ONLY.
- CASD Spirit Wear tops are permitted; however, no other graphics, writing or pictures are permitted.
Layering of sweaters, suit jackets, sport jackets and v-necks will be permitted over an approved top.

Bottoms
- All bottoms (including denim) are permitted in any solid color except “white.” However, no cut-offs, or holes of any kind, no pajama, athletic wear, skin-tight bottoms or sweatpants are permitted.
- The hemline on shorts, skirts, skort, dresses, and jumpers must be no shorter than two (2) inches from the top of the knee.
- All bottoms must be worn at the waist.
- All bottoms including, shorts, skirts, skorts, dresses, and jumpers must have a finished hem.
- Plaid shorts are permitted.

Dresses/Jumpers/Skirts
- Dresses, jumpers, and skirts are permitted in solid colors or patterns.
- Dresses, jumpers, and skirts must be no shorter than two (2) inches from the top of the knee.
- Dresses must have sleeves, not be see-through and meet the three (3) finger self-check. A layered look is acceptable.

Hosiery
- Leggings, tights, etc. are permitted under skirts/ dresses/jumpers.
- Leggings, tights, etc. are permitted in any solid color.
- Leggings or tights cannot be worn as bottoms and cannot be fishnet, leather, sparkle, sequined, metallic or ripped.

Footwear
- All shoes must have a back or strap which keeps the shoe on the foot. No slippers or flip-flops are permitted.
- Elementary students must wear “closed toe” shoes. No shoes with wheels (“heelies”) are permitted.

Hair
- Hair color, including highlights, must be within the following spectrum of color: 
  Shades of blonde, black, auburn/red, and brunette. 
- Fluorescent/rainbow colors are not permitted.
- Hair must be worn in a manner in which the student’s vision is not obstructed.
- Hair must be worn in a manner which does not impede the vision of others or disrupts/distractions the educational process.
Gang Affiliated Attire/Accessories- Any gang attire, symbols, signs, tattoos, hairstyles, or other items which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang are prohibited.

Exceptions- Exceptions for medical/ religious/special needs must be made in writing to the building principal.

More information about CASD’s student dress code can be accessed at www.casdonline.org/dresscode.

PARENT LUNCH WITH CHILD

At times a parent wishes to eat lunch with his/her child in school. Parents should notify the office and the classroom teacher at least one day in advance if eating with their child is desired. Parent and child will not eat in the cafeteria, but instead will be assigned a designated area.

ATTENDANCE REGULATIONS

This regulation addresses the monitoring of student attendance in grades K-12. Application of the regulation shall include each of the grades listed and shall be consistent. As with all regulations, students shall be treated as individuals with each case being determined on its merits.

The following procedures shall be in effect:

Tardy: When a student is tardy to school, he/she must report to the school office accompanied by a parent/guardian who will “sign the child in” to school. The student will then make a lunch selection, and be sent to class. Please note that four illegal incidents of tardiness, regardless of the number of minutes, shall constitute one-half day of unlawful absence. Eight incidents of illegal tardiness, regardless of the number of minutes, shall constitute one full-day of unlawful absence.

Absence: When a student is absent from school, parent/guardian must submit a written excuse explaining the reason for the absence and be signed by the parent/guardian. Please note that parental failure to submit a written excuse within three (3) calendar days of the absence shall result in the absence being classified as unlawful. Students shall not be permitted to make up work for days classified as unlawful. Finally, unless otherwise specified by a doctor, absences for medical appointments shall be allowed one-half excused day. A sample absence excuse can be found on the CASD Website, under “Parents” (left-hand side).

All absences shall be recorded as excused unless the principal determines to list the absence as unexcused/unlawful. Reasons for unexcused/unlawful absences include, but are not limited to:

- Truancy
- Missing the bus
- Oversleeping
- Assisting at home
- Personal business not pre-approved by the principal
PROCEDURES FOR NOTIFYING PARENTS AND THE RAMIFICATIONS FOR EXCESSIVE ABSENCES:

Excused Absences:
- After the fifth cumulative absence, parents will receive a “Five-Day Letter”.
- After the seventh cumulative absence, parents will receive a “Seven-Day Letter”.
- After the tenth cumulative absence, parents will receive a “Doctor’s Note Letter”. This letter requires parents to submit a doctor’s excuse for all future absences.

Unexcused/unlawful Absences:
- After the first, but no later than the third unexcused/unlawful absence, the parent will receive a “First Offense Notice”.
- After any subsequent unexcused/unlawful absences, the parent will receive a “Truancy Citation”.

ABSENCE FROM CLASS:

Excused Absence:
- Should a student’s absence from class be excused he must complete all work within a time period equal to the absence.
- Should a student fail to complete assigned work, his grade for the nine weeks shall be withheld (W).
- Failure to complete assigned work during the time period the class is in session will result in an incomplete (I) for the course.

Unexcused/unlawful Absence:
- Should a student’s absence from class be unexcused/unlawful he shall receive a grade of 0 for that class.

School-Related Activity:
- Absence for a school related activity shall follow the guidelines of an excused absence.

Educational Trips:
- Although not encouraged, educational trips are permitted. An educational trip may not exceed five (5) school days. Prior approval of the school is required. To provide for appropriate screening, it is asked that requests be submitted ten (10) days before the trip.

Educational Contracts
- Principals are given the authority to waive requirements as necessary to develop educational performance contracts with students. Contracts are reserved for those individuals who, after exhibiting poor attendance, show significant improvement. All contracts are to be developed in concert with teachers. Each is subject to approval by the associate superintendent.

Family Emergencies
- Are at the discretion of the building administrator.
Appeal

- Any student and his parents have the right to appeal under any section of this regulation. This first step of appeal is to the building principal. The second step of appeal is to the superintendent whose decision shall be final. All appeals will be settled in a timely manner.

EARLY SIGN-OUT PROCEDURES

Occasionally a student may have to leave before the end of the school day due to certain circumstances, i.e., medical appointment or family emergency. The procedure is:

1. A note from home MUST be brought to the school office or attendance officers the morning of the day the student is to leave early. A student will be issued an attendance slip.
2. The student is to remind the teacher at the beginning of the class period as to the time to be excused for the early dismissal.
3. All students are required to sign out in the school office prior to leaving the building and sign in upon returning. In every instance of leaving early, students are responsible for completing any missed class-work, homework, and/or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work.
4. Students attending medical or dental appointments are required to have the doctor sign the attendance slip, which is to be returned to the attendance officers.

PRE-APPROVED ABSENCES

State Board Regulations provide that upon receipt of a written request for a pre-approved absence from the parents of a student involved in an educational tour or trip, the student may be excused from school attendance to participate, provided the Principal approves such absences and further provided that the student will be under the direction and supervision of an adult acceptable to both the Principal and the student, parent or guardian.

Parents desiring to have a child excused under these provisions should submit a written request on the Chambersburg Area School District Pre-Approved Absences Form through the Principal’s Office, asking that the child be excused for the period under consideration.

The submission should be timed so that at least two weeks will be allowed for an evaluation of the request. In the event of an emergency or unexpected situation, a request for waiver of the time limit would be considered. Students are permitted five (5) educational trip days per year.
MAKE-UP WORK DURING ABSENCES

When a student is absent or expects to be absent three or more days, a parent should request the homework assignments by calling the classroom teacher or the main office. HOWEVER, IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE HIS/HER TEACHER TO OBTAIN THE WORK AND HELP, IF NEEDED, TO MAKE UP THE CLASSWORK.

AFTERNOON DISMISSAL

Any student that wishes to walk, ride a bicycle (a privilege for students), or go home in a car must bring a note to the office during morning arrival for approval. A primary student can only ride a bike if they are accompanied by an intermediate sibling. A student who leaves school grounds is not permitted to return to school property to ride district transportation.

TRANSPORTATION GUIDELINES

Some accidents are indirectly caused by students who distract the bus driver. A program of instruction in safe riding practices is necessary to make students aware that they are responsible for their own safety as well as the safety of others.

Good student behavior while entering, riding, or leaving the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that might cause students to be injured.

Students who ride school buses are expected to conduct themselves properly at the bus stop and on the bus. Violations of any of the regulations shall be considered either major or minor offenses to be determined by the seriousness and/or frequency of the infraction(s).

To help you as a parent to be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration. The bus driver’s minor incident report is a written notification of inappropriate behavior sent directly to the parents. Parents are expected to sign the form and return it to the bus driver.

After an accumulation of minor infractions, all subsequent infractions may be considered as major infractions and be handled by the school administration. Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students’ riding privileges may be suspended for the remainder of the year.

First Offense- The bus driver will contact the parent and document date/time and number of who was contacted.
Second Offense- The bus driver will contact the principal of the student’s school. The principal will have a conference with the student and assign discipline.

Third Offense- The Transportation Department may suspend the riding privileges of the student from one to thirty days. If behavior does not improve the suspension may last for the entire school year.

The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.

Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus assignments, but such arrangements must remain the same each day of the week. Students are not permitted to transfer to other stops and/or routes without approval by the Supervisor of Transportation or designee.

*From time to time, bus drivers may use cell phones as a direct connect to Transportation Department.

SCHOOL BUS RIDING RULES AND REGULATIONS

1. The Bus Driver is in charge of the bus at all times.
2. Unless necessary please keep comments to the Bus Driver to a minimum.
3. You must exit the bus at your scheduled stop.
4. Please be ready for bus pickup 5 minutes prior to the assigned time. Students should wait for the bus in a safe location, at a minimum of ten feet from the traveled portion of the roadway.
   Loading- Please wait for the direction of the driver before crossing any roadway to enter the bus.
   Unloading- When unloading the bus please follow the direction of the driver and only cross in front of the bus after checking traffic in both directions. Avoid the DANGER ZONE.
5. Please keep all body parts inside the bus at all times.
6. Keep the aisles clear at all times when the bus is moving. Student’s personal items shall be placed on the student’s lap and not placed in the aisle. This includes musical instruments, school projects, gym bags, etc. Science boards, large instruments and any other large item that does not fit on the student’s lap are not allowed on the bus for safety reasons. All items should be in their book bag.
7. Speak and respond appropriately to others. The use of inappropriate, foul, or abusive language will not be tolerated.
8. Possession or use of tobacco products and other controlled substances is prohibited. Eating, drinking, and chewing gum are also prohibited.
9. Keep hands, feet and objects to yourself, and remain seated while the bus is moving.
10. The driver is authorized to assign seats.
11. Observe the same good conduct on the bus as you do in the classroom.
The following ACT 26 violations by students will result in disciplinary actions by Administration and Law Enforcement

1. Alcohol, Drug, and or Tobacco use or possession
2. Assault/Fighting
3. Harassment
4. Weapon use or possession
5. Terroristic Threats
6. Inappropriate display of body parts

TEXTBOOKS

The school district furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to textbooks will result in replacement costs. Lost textbooks must be paid for or replaced immediately. The cost for these must be paid to the office at the time of damage or loss, and a receipt will be issued. All book bills must be paid to attend summer school, graduation, and Alternative High School.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or does other damage to school equipment will be required to pay for the damage done or replace the item. Furthermore, the District reserves the right to prosecute to the fullest extent of the law.

CELL PHONES AND ELECTRONIC DEVICES

Students are required to fully read the Electronic Communication Device policy. A current version of the policy is located at www.casdonline.org/IT/technologyforms. A copy of the policy will be sent home with every student. The policy outlines student usage guidelines regarding personal electronic devices.

COMPUTER HARDWARE & SOFTWARE

The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.
COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES:

Students are required to fully read and sign the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and current versions are always online at the District’s website located at www.casdonline.org/IT/technologyforms.

Policy 815.1 addresses Social Media and a current version can also be found at www.casdonline.org/IT/technologyforms. When using social media, students are responsible for complying with the School District’s conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined on the policy.

ACCIDENTS

In case of an accident, no matter how minor, the student should report it to their teacher and/or administrator immediately. In case of a severe accident or sudden acute illness, emergency care will be given and the parent/s or guardian will be notified.

ACCIDENT INSURANCE

Any school pupil or teacher may purchase an accident insurance policy. This policy will pay bills of doctors, nurses, and hospitals for services rendered during the 52-week period following the date of accident. It provides protection for any accident, which occurs going directly to or from school, on the school grounds, on a school sponsored trip, or while being transported as a member of a school organization. This insurance does not cover loss resulting from injuries sustained while the insured is traveling in or on any vehicle driven by a person under 21 years of age. It also does not cover injuries sustained as a result of practice or play on interscholastic sports. These are covered under a special sports policy. The accident insurance policy does cover intramural athletics. As with any accident, the policyholder should report all accidents to the school nurse or the supervising official immediately.

SCHOOL NURSE

The school nurse provides first aid, assists with physicals, performs height, weight, vision, scoliosis and hearing screenings and maintains health records on each student as required by the Pennsylvania Department of Health.

The school nurse is available for consultation with students, parents or teachers about the health problems of students. The school nurse refers students and parent/guardians to their family doctor or dentist for diagnosis and treatment of illnesses/injuries that cannot be relieved by first aid measures. The school nurse has many other varied duties, all of which are designed to keep our students healthy and well.
MEDICATIONS

It is the procedure of the Chambersburg Area School District to administer prescription and nonprescription medications during school hours only when:

1. Failure to do so would jeopardize the health of the student.
2. The student would not be able to attend school if the medication were not made available during school hours.
3. The medication itself is necessary to guarantee successful participation in school.

Students are not permitted to have prescription or nonprescription medications in their possession at any time while in school. All students must surrender any medications to the school nurse or designated school personnel upon entering the building to avoid disciplinary action.

In order to comply with the Pennsylvania Nurse Practice Act, prescription and nonprescription medications will not be administered to your child without a written order from your child’s health care provider and parental permission. This necessary documentation can be completed on the Physician’s Request for Administration of Prescription or Non-prescription Medication During School Hours form. This form is available from the school nurse or can be accessed on the school district website under Health Services.

When it is absolutely necessary for medication to be given during school hours, the parent or guardian must supply prescription medication in the original pharmacy labeled container and the label must match the health care provider’s written order. Over the counter medication must be in the original packaging and the student’s name clearly written on the package.

IMMUNIZATIONS

Students must meet the Pennsylvania Department of Health immunization requirements.

STUDENT ASSISTANCE PROGRAM

A specially trained team of educators makes up our SAP team in each secondary building of Chambersburg Area School District. The Student Assistance Team is a program to identify high at-risk students who are having school-related problems. It is a method for the identification, intervention, and referral of students who are believed to be at-risk. It is an intervention not a treatment program. Parental involvement is a component of the process.
GRADING SCALE

In accordance with Board Policy 213 of the Chambersburg Area School District the Administrative Regulation establishes a grading scale to be used in the Chambersburg Area School District.

GRADES K-5 Standards-Based Report Card:

- 4: Exceeds standards; student makes connections beyond what is taught.
- 3: Meets standards; student consistently and accurately completes tasks without help.
- 2: Approaching standards; student requires some help or prompting.
- 1: Not meeting standards; student requires significant support.
- N/A: Not assessed at this time.

STUDENT RIGHTS AND RESPONSIBILITIES

The State Board of Education has adopted regulations and guidelines on student rights and responsibilities. Chambersburg Area School District is in compliance with these regulations. Policies regarding the implementation of students’ right and responsibilities are filed in the principal’s office and are available upon request. General guidelines for student conduct are contained in this handbook. Specific questions regarding student behavior should be referred to the principal’s office.

STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make
arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes the disclosure without consent.

One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-590

Directory Information

Directory information means information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised Chambersburg Area School District to the contrary in accordance with Chambersburg Area School District’s procedures. The primary purpose of directory information is to allow the school to include this type of information from your child’s education records in certain school-related publications or notices.
As part of Chambersburg Area School District’s annual notification under FERPA, we designate for the school year 2013-14 the following types or categories of information as “directory information”:

- Student name
- Participation in officially recognized activities, clubs, and sports.
- Naming of student to the honor roll, National Honor Society of as Valedictorian.
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

Examples of how and where Chambersburg Area School District may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters
- A playbill, showing student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class lists
- Staff and/or student directories and/or listings
- School website
- School bulletin boards

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the school has designated as directory information. You have the right to refuse to permit the release by notifying the school in writing that you do not want any of all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your objection on or before September 30, 2013 to the Chief Executive Officer at: Chambersburg Area School District, 435 Stanley Avenue, Chambersburg, PA 17201.

If you have any questions regarding this notice, please call or write the Chief Executive Officer of the Chambersburg Area School District, 435 Stanley Avenue, Chambersburg, PA 17201. If you
do not submit a written refusal on or before September 30, 2013, then the school may disclose this directory information without your prior consent.

**PUPIL RECORDS POLICY/PROTECTION OF PUPIL RIGHTS**

The Chambersburg Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of all students. This policy was prepared so as to insure the private rights of both the parents and the child in the collection, maintenance, release and destruction of these records. Upon request, a copy of the Pupil Records Policy is available in the Principal's Office for your inspection.

The Protection of Pupil Rights Law requires that prior written consent of a parent is needed for any survey, analysis, or evaluation of unemancipated minors which reveals information about political affiliation; potentially embarrassing psychological or mental problems; sexual attitudes or behavior; self-incriminating illegal or antisocial behavior; critical appraisals of other individuals with whom student have close family relationships; legally recognized privileged relationships such as that of a lawyer, doctor, or minister; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

In any program, all instructional materials, films, tapes, or other supplementary instructional material, which will be used in connection with any survey, analysis, or evaluation or part in any applicable program shall be available for inspection by the parents or guardians of the children.

**STUDENT DISCIPLINE**

1. The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

2. The Board shall require each student of this District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:
   - Conform to reasonable standards of socially acceptable behavior.
   - Respect the rights, person and property of others.
   - Preserve the degree of order necessary to the educational program in which they are engaged.
   - Obey constituted authority and respond to those who hold that authority.

Please click the following link for more details regarding the CASD Discipline Policy: [http://www.psba.org/districts_policies/e.115/POL.C1HMB218.pdf](http://www.psba.org/districts_policies/e.115/POL.C1HMB218.pdf)
SPECIAL EDUCATION PRE-REFERRAL PROCESS

For students who are experiencing academic and/or behavioral difficulties within the regular education environment, ongoing assessment is conducted to monitor progress and provide interventions. Response-To-Intervention is implemented in all buildings to provide different levels of support with the need for a special education label.

Pre-Referral Intervening Services
Elementary Grades K-5 – For all students, a beginning-of-the-year (BOY), middle-of-the-year (MOY), and end-of-the-year (EOY) assessment is conducted to determine if they are meeting “benchmark expectations” for their grade level. Response-to-Intervention is implemented in all buildings to provide support and intervention for ongoing student success. All students receive instruction from the regular education curriculum, and those students who are not meeting benchmark are provided with additional research-based interventions. These students have their progress monitored frequently to determine the appropriate intervention needed to meet individual success.

Team meetings take place on a regular basis to review data, interventions, and student progress. The team identifies what is working, and also proposes instructional suggestions. The team may include the Intervention Specialist, School Principal, parents, and the classroom teacher. Other school personnel (School Psychologist, Assistant Director of Special Education, etc.) and/or representatives from community agencies may also serve on the team, depending on the needs of the student.

The screening process must include the following:

- A hearing and vision screening
- Screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.
- A verification that the student was provided with appropriate instruction in reading, including the essential components of reading instruction and appropriate instruction in math.
- For students with academic concerns, an assessment of the student’s performance in relation to State-approved grade level standards.
- For students with behavioral concerns, a systematic observation of the student’s behavior in the school environment where the student is displaying difficulty.
- A researched-based intervention to increase the student’s rate of learning or behavior change based on the results of assessments.
- Repeated assessments of achievement or behavior, or both, conducted at reasonable intervals, reflecting formal monitoring of student progress during the interventions.
- A determination as to whether the student’s difficulties are a result of a lack of instruction or limited English proficiency.
- A determination as to whether the student’s needs exceed the functional ability of the regular education program to maintain the student at an appropriate instructional level.
- Documentation that information about the student’s progress was periodically provided to the student’s parents.
Please note: In compliance with IDEA 2004, screening or early intervening activities do not serve as a bar to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of early intervening activities.

The Chambersburg Area School District provides services to all students who are identified with one of the 13 disabilities listed below, and who demonstrate a need for specially-designed instruction. The thirteen categories of disability defined by IDEA (Individuals with Disabilities Act) are:

1. Autism
2. Blindness
3. Deafness
4. Emotional disturbance
5. Hearing impairment
6. Mental Retardation
7. Multiple disabilities
8. Orthopedic impairment
9. Other health impaired
10. Specific learning disability
11. Speech or language impairment
12. Traumatic brain injury
13. Visual impairment including blindness

Due Process:
Due process is a series of steps designed to ensure each student a free, appropriate public education. At each step, in determining a child’s need for specially designed instruction, parents are involved in the decision-making process. At the time of referral, parents will be provided with a Notice of Procedural Safeguards explaining their due process rights.

WEAPONS — BOARD POLICY 218.1 (REVISED 1/2/01)

The Board recognizes the importance of a safe school environment to the educational process. Conduct that disrupts that environment cannot be tolerated. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. A swift and meaningful reaction is required when a weapon is discovered.

When used in the policy, the term weapon shall include, but not necessarily be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Further, the term shall include any tool, instrument or implement that, in its overall appearance is substantially similar in size, shape, color or markings or lack thereof, to a “weapon” as defined above.

When used in this policy, the term possessing, shall mean the exercise of actual control of a weapon or the evidencing of the intent to exercise control of a weapon on the person of the student, in the student’s locker, under the student’s control while s/he 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 weapons in School District buildings, on school property, to any school-sponsored activity, or on any conveyance, public or private, providing transportation to or from school or a school-sponsored activity.

The Board shall expel for a period of not less than one (1) year any student who violates this policy. Such expulsion shall be undertaken in accordance with the due process requirements of the Student Bill of Rights. The Superintendent may recommend modification of this penalty on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

When the School District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign the student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent or his/her designee shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and to the student’s parents/guardians and shall report all incidents relating to expulsion for possession of a weapon to the Pennsylvania Department of Education.

The Superintendent or his/her designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year as required by the Pennsylvania Department of Education.

It is the responsibility of the administration to respond quickly and decisively to the presence of a weapon. The following shall be implemented:

1. Immediate isolation of the student and confiscation of the weapon.
2. Immediate notification of the parent.
3. Immediate three (3) school day temporary suspension.
4. Immediate notification of the police.
5. Immediate notification of the Superintendent.
6. An informal due process hearing shall be held within three (3) school days with an extension of suspension to ten (10) school days.
7. Referral to the Superintendent with recommendation for further disciplinary action that may include expulsion.

Affidavit/Parental Registration Statement

At the time of a child’s registration, the District shall provide to his/her parents/guardians an affidavit/parental registration statement that requires disclosure of information regarding the student’s previous expulsion from any public or private school for any act of violence, including, but not necessarily limited to, any offense involving weapons, alcohol, drugs, willful infliction of injury, or any other act of violence.

Dissemination of Policy

Students and staff shall be informed of the contents of this policy at least annually.

Exemptions
Weapons under the control of law enforcement personnel are permitted on School District property.

**TOBACCO USE — BOARD POLICY 222 (SMOKING) (Revised 2/6/06)**

The Board recognizes that smoking, and the use of tobacco products present health hazards, which can have serious consequences both for the user and those exposed to the byproducts of their use as well as the safety and the environment of schools. By the passage of Act 128 of 2000, the Pennsylvania Legislature bans the possession or use of any tobacco product on school grounds or school transportation.

For purposes of this policy, tobacco use shall be defined as all forms of tobacco, including a lighted or unlighted cigarette, cigar, pipe and smokeless tobacco as well as other substances used as smoking material.

The Board prohibits tobacco use by pupils, School District employees, and visitors in all school buildings, athletic and extracurricular facilities including school-sponsored events held off campus, and school vehicles that are owned by, leased by or controlled by the School District.

The Superintendent or designee shall annually notify students, employees, and the public of the smoking regulations by publishing such policy in employee, student handbooks and parent newsletters. Smoking regulations will be posted in highly visible places in all schools, school properties, and athletic facilities. Incidents of possession, use, and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Consequences for use of tobacco or tobacco products as defined in this policy include:

**Confirmed First Offense -**
*Elementary:* Confiscate tobacco products and parent conference.

**Confirmed Second Offense -**
*Elementary:* Confiscate tobacco products, parent conference, counseling referral and/or in-school suspension or out-of-school suspension (up to three [3] days).

**Confirmed Third Offense -**
*Elementary:* Confiscate tobacco products, parent conference, notify police, citation and out-of-school suspension (up to ten [10] days).

A violation of this policy shall be punishable by a civil fine of not more than fifty dollars ($50.00) and court cost.

NOTE: The District reserves the right to prosecute to the fullest extent of Title 18 whenever student is in possession or use of tobacco products as defined in this policy.
CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227
(REVISED 2/9/05)

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, **controlled substances** shall include all:
1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription drugs except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

If based on the student’s observable behavior, medical symptoms, vital signs or other factors, a school employee has a reasonable suspicion that a student is under the influence of a controlled substances, the employee will report the matter to the building administrator, and the student will be escorted to the school nurse’s office for examination that may include checking the student for abnormal signs.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

**Off-Campus Activities**
This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:
1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Educational Activities
1. Disseminate to students, parents/guardians and staff the Board policy and District procedures governing student abuse of controlled substances.
2. Units on drugs and alcohol will be taught in Grades K-12 as part of the school’s curriculum.
3. PTA/PTOs will be encouraged to include programs on drugs and alcohol usage in their program schedule.
4. The District will conduct in-service programs for faculty to create awareness and understanding of drugs and alcohol and their effects on youth.
5. Offer Student Assistance Program.

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

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Anabolic Steroids
The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:
1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Procedures For Dealing With The Use Of Drugs And Alcohol
Emergency -
1. In cases of medical emergency or student sickness resulting from drug or alcohol ingestion, the student will be taken to the school nurse. If this is not possible, the nurse should be brought to the student. Standard first-aid procedures will be followed, including maintenance of respiration and treatment for shock. If the school nurse is not available and it is considered life threatening, the student should be transported to the hospital emergency room after attempted
notification of parents/guardians.
2. Parents/Guardians will be notified.
3. In case of hallucinating symptoms, care will be taken to prevent injury to the student and in preventing injury or harm to others.
4. If determined by the nurse, the nurse and one other staff person will take the student to the nearest emergency room for treatment. If the student is unconscious or cannot be transported in any other way, transportation will be local ambulance.
5. Student Assistance Team will be notified by an administrator.
6. If the nurse is not available, a building designee will be identified.

**Self Help -**
1. When a student is seeking help or referring a friend for help, offer help immediately, through agencies/counselors, etc. CONFIDENTIALITY will be honored, in accordance with District Policy 216.
2. Student will be referred to the Student Assistance Program by an administrator.

**Confirmed First Offense** – Possession or use of drug, alcohol, paraphernalia, misbranded or look-alike substance by a student will:
1. Require the student to be isolated from his/her peers and receive the necessary medical treatment as appropriate.
2. Be reported to parents/guardians.
3. Result in assignment to the Off-Campus Suspension program without a hearing for three (3) day.
4. Result in assignment to the Off-Campus Suspension program of the student for ten (10) days after an offer of an informal due process hearing in the office of the principal within five (5) days of the temporary suspension.
5. Be referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
6. Require a conference with the parents/guardians for readmittance to school.
7. When warranted, or upon noncompliance with program rules, will be referred by the school to law enforcement officials.
8. Result in the student undergoing an appropriate after-care as determined by the Student Assistance Team.
9. It is suggested a written report of the sequence of the investigation be kept for school files.

**Confirmed Second Offense** - Possession or use of drug paraphernalia, alcohol, misbranded or look-alike substance by a student will:
1. Require the student to be isolated from his/her peers and receive the necessary medical treatment as appropriate.
2. Be reported to the parents/guardians.
3. Result in assignment to the Off-Campus Suspension program for three (3) days without a hearing.
4. Result in assignment to the Off-Campus Suspension program of the student for ten (10) days after an informal due process hearing in the office of the principal within five (5) days of temporary suspension.
5. Result in notification of law enforcement authorities, and submission of related evidence to them.
6. Be referred by the principal to the Student Assistance Team for appropriate referral and to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
7. If warranted, the Superintendent may recommend to the Board of School Directors for possible expulsion.

**Distributing, Pushing And/Or Selling Of Drugs Or Alcohol -** The Chambersburg Area School District prohibits the use, possession for resale, sale, attempted sale, delivery or distribution of any drug, alcohol, misbranded or look-alike substance on school property, on school buses, or at any other school-sponsored activity as outlined in the student handbook. Students found pushing drugs, alcohol, paraphernalia, misbranded or look-alike substances will be:
1. Reported to parents/guardians.
2. Assigned to the Off-Campus Suspension program for three (3) days without a hearing.
3. Assigned to the Off-Campus Suspension program for ten (10) days after an offer of a due process hearing in the office of the principal within five (5) days of temporary suspension.
4. Referred to law enforcement authorities, in accordance with the Drug-Free School Act.
5. Referred to the Superintendent for recommendation to the Chambersburg Area School District Board of School Directors for expulsion and referral for prosecution.
6. Referred by the principal to the Student Assistance Team for appropriate referral and to an education/treatment program as recommended. Satisfactory completion of the program must be in writing from the facility before readmission to school.

**UNLAWFUL HARASSMENT – BOARD POLICY 248 (REVISED 6/26/02)**

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

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity,
gender, age, disability, sexual orientation or religion when such conduct:
1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability
to participate in or benefit from an educational program or activity or creates an
intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an
individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual
advances; requests for sexual favors; and other inappropriate verbal, written, graphic
or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition
of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or
work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or
treatment.
4. 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.

Examples of conduct that may constitute sexual harassment include but are not
limited to sexual flirtations, advances, touching or propositions; verbal abuse of a
sexual nature; graphic or suggestive comments about an individual's dress or body;
sexually degrading words to describe an individual; jokes; pin-ups; calendars;
objects; graffiti; vulgar statements; abusive language; innuendoes; references to
sexual activities; overt sexual conduct; or any conduct that has the effect of
unreasonably interfering with a student's ability to work or learn or creates an
intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits
unlawful harassment, the Board designates the Director of Human Resources as the
district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint
procedure at least annually to students, parents, employees, independent contractors,
vendors, and the public. The publication shall include the position, office address
and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free
from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and
district employees and to ensure an atmosphere free from all forms of unlawful
harassment.

The building principal or designee shall be responsible to complete the following
duties when receiving a complaint of unlawful harassment:
1. Inform the student or third party of the right to file a complaint and the complaint
procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian
during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of
the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

**Complaint Procedure – Student/Third Party**

**Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

**Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

**Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

**Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

**Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or
with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Nondiscrimination in School and Classroom Practices – Board Policy 103 (Revised 11/14/07)

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Personnel Director as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:
1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure — Student/Third Party

Step 1 — Reporting
   A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.
   A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
   If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

Step 2 — Investigation
   Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
   The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
   The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 — Investigative Report
   The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
   Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.
Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Equivalence Between Schools

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all District schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:
1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The District shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Policy 906 Public Complaints.

HAZING – BOARD POLICY 247 (REVISED 6/9/04)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.
For purposes of this policy **hazing** is defined as 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.

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and District staff that hazing of District students is prohibited, by means of:

1. Publication in handbooks.
2. Verbal instructions by the coach or sponsor at the start of the season or program.

**Complaint Procedure**

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

**BULLYING— BOARD POLICY 218.2**

The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying** as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by District students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying 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. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.
Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members’ safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:
1. Board’s Bullying Policy.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be reviewed with students annually.

The policy shall be on the District website.

Education
The District may develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:
1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

ASBESTOS POLICY

The Chambersburg Area School District maintains a proactive Asbestos Management Program to insure that these materials do not constitute an environmental problem. For your personal safety and the safety of others, the asbestos-containing materials listed above should not be disturbed in any way. Any damaged condition should be reported to the building principal. For further information the Asbestos Management Plan documents are available for review in the administrative office upon request.