



# **ELEMENTARY HANDBOOK**

**2021-2022**

ANDREW BUCHANAN  
BENJAMIN CHAMBERS  
FALLING SPRING  
FAYETTEVILLE  
GRANDVIEW  
GUILFORD HILLS  
HAMILTON HEIGHTS  
LURGAN  
MARION  
NEW FRANKLIN  
SCOTLAND  
SOUTH HAMILTON  
THADDEUS STEVENS

(REVISED, AUGUST 2021)

## **CHAMBERSBURG AREA SCHOOL DISTRICT VISION, MISSION AND BELIEFS**

**VISION:** *Every child achieves in school and attains the skills needed to be successful in the future through a highly collaborative culture of honesty, trustworthiness and passion for our mission of bettering the lives of children.*

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

### **DISTRICT GOALS:**

- Improve student achievement and outcomes.
- Ensure that students are career and college ready.
- Ensure that the Chambersburg Area School District has the most talented staff.
- Ensure that the Chambersburg Area School District is financially stable and evidences financial stewardship.

### **BELIEF STATEMENTS:**

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

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 717-261-3477.

“Si usted no puede hablar o leer inglés y necesita ayuda entendiendo esta información, por favor llame al 717-261-3359. Dígale a la persona que se comunique con la escuela y ellos se comunicarán con la interpretadora de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias.”

## **COVID-19**

Information, useful links, and resources pertaining to the Coronavirus (COVID-19) pandemic are available on the district website at <https://www.casdonline.org/covid19>.

The district also has pandemic reopening plans and information at <https://www.casdonline.org/reopening>. For school specific information, please check your child's school website. Updates to the Handbook may be made throughout the year as needed.

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## **SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT**

In an effort to create and maintain a safe and orderly environment, the District uses a variety of video surveillance technology in buildings, on school properties, and transportation vehicles. Please be aware that access to buildings will be obtained through secured entrance procedures that will 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.

## **ACCIDENTS**

In case of an accident, no matter how minor, the student should report it to their teacher, nurse, 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.

## **VOLUNTARY STUDENT ACCIDENT INSURANCE**

Voluntary student accident insurance is available for purchase for K-12 students. There are two coverage options: School Time Only or 24-Hour. More information is located on the CASD Business Office website: <https://www.casdonline.org/Page/776>.

## **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 717-261-3303 or TDD 717-261-3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

## **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 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.

## **ATTENDANCE**

Regular school attendance, in addition to being mandated by state law, is very important to your child's education. Learning takes place on a daily basis. When absent, your child will miss many learning experiences that cannot be duplicated. However, please use good judgment and common sense when making the decision as to whether or not your child is healthy enough to come to school.

If your child must miss school, please keep in mind the following:

- Generally, an absence will qualify as excused in cases of personal illness, death of an immediate family member, and necessary medical/dental treatment.
- When a student is absent/tardy, the child must submit an excuse within 3 days of their return to school. The note can be written or sent via the online absence form on your school website any written note must include the name of the student, date of absence, reason for the absence, and signature of a parent/guardian. If the student fails to supply an excuse within three days, the absence is marked illegal. No reminders will typically be sent home requesting notes for absences
- Attendance improvement conference after 4 illegal days will be scheduled. After 6 illegal days, a criminal complaint will be filed with the district justice. If continued absences accrue, students will be referred to an attendance improvement program or Children & Youth.
- Excessive absences occurring during the school year will result in attendance letters being mailed to notify you after 3 illegal days, 6 illegal days, and 10 days missed.
- After 10 days of absence, the student may be required to provide a doctor's excuse in order for any future absences to be marked as legal.

Regardless of whether a note has been sent in, some excuses for absence are still illegal and will be marked as such even if a note is received. Some examples of these types of absences are: inclement weather, road construction, missed buses, visiting family, overslept, too tired, etc.

Unexpected family issues and emergencies may be marked excused or illegal at the discretion of the building principal.

Eight incidents of unexcused tardiness or early dismissals, regardless of number of minutes shall constitute one full day of unlawful absence.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as "individuals who lack a fixed, regular, and adequate nighttime residence." However, because the circumstances of homelessness vary with each family's or unaccompanied

youth's situation, determining the extent to which the family or youth fits the definition must be applied on a case-by-case basis.

If you have questions about the homeless program, please contact Gabriela Juarez-Lemus, CASD Social Worker at 717-658-0424.  
For further information, please refer to Board Policy 251 on Homeless Students.

### **LATE ARRIVAL/EARLY DISMISSAL**

The Chambersburg Area School District has made the following changes for children being picked up during the school day. Individuals who are not the parent/guardian or individuals who are not on the approved pick up list for that child must be aware of the following procedures:

- All children released during school hours must provide a hard-copy permission slip signed or an email sent from an email address we have on file by the parent/guardian of the child.
- The individual picking up the child must produce photo identification, which will be copied by office staff.
- A verification call will be attempted to the parent/guardian to confirm the individual's identity before any child is released.

Parents/guardians are encouraged to add trusted family members and individuals to their child's approved pick up list for emergency situations. This list can have as many individuals on it as the parent/guardian desires. To add someone to your child's approved pick up list, please contact your child's school office. For more information or questions, please contact your child's school office.

### **MAKE-UP WORK DURING ABSENCES**

When a student is absent or expects to be absent three or more days, a parent should request assignments by contacting 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.

### **BOARD DOCS**

<https://go.boarddocs.com/pa/casdpa/Board.nsf>

### **BULLYING/CYBERBULLYING– BOARD POLICY 249 (Revised 3/23/21)**

#### **Purpose**

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.

### **Definitions**

**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. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting 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.

### **Authority**

The Board prohibits all forms of bullying by district students.

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX



Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

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.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

## **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities 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.

## **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 do other damage to school equipment, including but not limited to textbooks, iPads, Chromebooks, etc. 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 <https://www.casdonline.org/Page/1616>. The policy outlines student usage guidelines regarding personal electronic devices.

## **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

Parents of School-Aged Children Under the Age of 13: Chambersburg Area School District provides our students with the most effective web-based tools and applications for learning. As such, our district utilizes several computer software applications and web-based services, operated not by the school district, but by third parties. These include programs such as Google Apps, Discovery Streaming, and websites and apps that serve as educational tools. In order for schools within the Chambersburg Area School District to continue to be able to provide your student with access to these services and tools, we must require a parent signature for third party programs.

Parental permission is in place to keep you informed. For our students to use these programs and services, certain personal identifying information might be requested by the service provider, such as the student's name, a username, password and occasionally a school email address. Under federal law entitled the **Children's Online Privacy Protection Act (COPPA)**, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. A complete list of the programs with the privacy policy and terms of service for each can be found on our district website at CASD Websites and Apps located at <http://bit.ly/2X4L5Ld>.

This list will be updated throughout the school year. Instead of every website and online service contacting you personally, the law permits schools to act as the parent's agent and can consent to the collection of student information on the parent's behalf with your permission. If you have an objection to any of the tools listed, please attach and submit a written letter to your child's building principal with an opt-out request for specific tools. For more information and a complete list of frequently asked questions (FAQ's), please refer to FTC's COPPA website at <http://www.ftc.gov/privacy/coppafags.shtm>.

## **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. All students are issued a Chromebook and parents have the option to buy insurance. Claims will be established for any damaged and 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.

Chromebooks are intended for use each school day and are a necessary and required educational tool. Therefore, students must bring their Chromebooks to all of their classes every day. Chromebooks can access sites on the Internet and the District's Learning Management Systems (LMS) to connect to all the resources and information available for student learning online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. For access to the Chromebook handbook and policy as well as additional information, go to [www.casdonline.org/1to1](http://www.casdonline.org/1to1).

## **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 <https://www.casdonline.org/Page/1616>.

Policy 815.1 addresses Social Media and a current version can also be found at <https://www.casdonline.org/Page/1616>. 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.

## **DRESS AND GROOMING FOR STUDENTS (PERMITTED)**

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. Students are advised of the following when selecting their school attire:

### **TOPS**

- Tops may NOT be see-through/revealing, form-fitting, ripped or frayed. Midriff and cleavage must be covered.
- Tops must have sleeves and must conform to a "three (3) finger self-check" by the students from the base of the collar bone.
- Only the top two (2) buttons may be unbuttoned on any style of shirt.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are not permitted.

### **BOTTOMS/DRESSES/SKIRTS**

- All bottoms are permitted in any color or pattern except "white". Cut-offs are not permitted. Clothing should not contain holes of any kind above the knee.
- No pajama pants permitted.
- The hemline on shorts, skirts, skorts, 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.
- If wearing leggings, student's top must cover the buttocks.

### **HAIR**

- 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/distracts the educational process.

## **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.

## **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 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 <https://www.casdonline.org/Page/59>

## **EDUCATIONAL FIELD TRIPS**

Forms for educational trips during the school year are available upon request from the school office or on the parent link from the CASD website. This form should be completed and returned to the office at least two weeks (ten school days) prior to the anticipated trip. The maximum number of days that will be approved are five days. Some types of trip absences can be determined unexcused or unlawful. Please contact the school if you need clarification. If the trip exceeds 10 days the student will be withdrawn from school, and is not guaranteed original school placement upon re-enrollment.

## **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. Records documenting such compliance shall be updated biannually.

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.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

## **English as a Second Language**

### **Program Goals & Objectives**

The Language Instruction Education Program (LIEP) is an academic discipline that is designed to teach English Learners social and academic language skills as well as the cultural aspects of the English language as necessary to succeed in an academic environment and contribute to society. English as a Second Language (ESL) involves instruction in listening, speaking, reading and writing at appropriate developmental and proficiency levels with little or no use of the native language.

The LIEP at Chambersburg Area School District (CASD) was established to provide students with the English language skills needed for both school performance and everyday living. The goal of the program is to help English Learners develop language skills necessary to be successful students and members of society. To that end the program strives to reach the following objectives:

1. To assist English Learners in reaching proficient levels of achievement in the academic Language Arts areas of reading, writing, speaking, and listening;
2. To assist English Learners in acquiring the English language skills needed to be proficient in all content areas;
3. To facilitate English Learners acculturation process into a complex multi-cultural society through the teaching of the customs, traditions, and expectations of the new environment;
4. To nurture self-pride and self-identity in each English Learner's linguistic and cultural heritage;
5. To develop language acquisition and cognitive academic language skills with instruction provided by an LIEP teacher working collaboratively with classroom teachers;
6. To provide all students with equal opportunity and access to participate and be successful in both curricular activities and extracurricular activities;
7. To communicate with parents of English Learners as partners in the educational process.

Click for more information:

<https://www.casdonline.org/Page/892>

<https://www.education.pa.gov/Teachers%20-%20Administrators/Curriculum/English%20As%20A%20Second%20Language/Pages/default.aspx>

## **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.

### **The grading scale for grades K, 1, 2, and 3 is as follows:**

M ~ Meeting the Standard: The student demonstrates proficiency in essential skills and concepts.

P ~ Progress Toward the Standard: The student is developing an understanding of essential skills and concepts but has not yet met the standard.

I ~ Intensive Progress Needed to Meet the Standard: The student has not yet begun to demonstrate an understanding of essential skills and concepts. The student is making minimal progress towards meeting the standard at this time. Considerable teacher support and guidance is needed.

IE ~ Insufficient Evidence

NT ~ Not Taught This Marking Period

### **The grading scale for grades 4 and 5 is as follows:**

Number Grade	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
59-50	F

Parents are encouraged to sign up for the Community Web Portal. Report cards are available for electronic download at the end of each marking period.

<https://casdonline-sapphire.k12system.com/>

## **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 721 S. 6th Street, Chambersburg, PA 17201. Please include your email address if you would like to be notified electronically. Each year the district will prepare a new notification registry.

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.

If you have any questions, please contact the IPM coordinator at (717) 261-3405, CASD Office of Buildings & Grounds.



## **STUDENT RECORDS – POLICY 216 (REVISED 6-17-15)**

### **Authority**

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

### **Definitions**

**Attendance** - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

**Directory information** - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

**Directory information** does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**Disclosure** - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

**Education records** - records that are directly related to a student, maintained by the school district or by a party acting for the school district.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Eligible student** - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

**Parent** - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

**Personally identifiable information** - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.

3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

**Student** - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

### **Guidelines**

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records.

The district shall not charge a fee to search for or to retrieve information in response to a parental request.

4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school districts.

### **Student Recruitment**

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.

### **Missing Child Registration**

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the district receives a request for information from the school records of a missing child, the district shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

## **RECESS**

Recess should be held inside if any of the following conditions exist:

1. Temperature below 25° F (weather.com)
2. Severe wind chill factor
3. Precipitation of any type
4. Ice or snow on playground.

## **SCHOOL MEALS**

The Chambersburg Area School District offers both the National School Breakfast Program and the National School Lunch Program to all students attending the schools within the district.

All meals will be provided at no cost for the 2021-22 school year. Households may pay for a la carte items, if offered, by going to [www.schoolcafe.com](http://www.schoolcafe.com) and setting up payments or sending a check or cash to the school cafeteria.

### **What is a School Lunch?**

Five (5) components are offered as part of every lunch; fruit, vegetable, protein, grain, and milk. In order for a meal to be complete (\$2.90) a student must take a minimum of three (3), of the five (5) offered. One component must be a fruit or vegetable. Two to three (2-3) different entrées are offered each day at the elementary level. One fruit option and 2 vegetable options may be taken as part of a meal. Milk is an option and not a requirement. If a full meal (3 of 5 components) is not taken, items will be charged at A la carte pricing. Meal choices and an A la carte price list are available on the Food and Nutrition web site.

### **Free and Reduced Meal Benefits**

Applications may be submitted for the 2021-2022 school year any time after July 6, 2021 at [www.schoolcafe.com](http://www.schoolcafe.com). We will notify you of your household status by US postal mail or email.

We recommend families apply for benefits as it may qualify your children for other types of assistance.

Food Service Office  
721 South Sixth Street  
Chambersburg, PA 17201  
717-261-3391

### **Meal Charge Policy**

The current meal charge policy can also be found on the school website under Board Docs, AR 808 or under the Food and Nutrition web page. A la carte items may not be charged. No fees will be charged for meals.

### **Snacks**

Snacks are available on a limited basis. The elementary snack schedule and pricing are available on the Food and Nutrition web site. [www.casdonline.org/page/1007](http://www.casdonline.org/page/1007)

## **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.

### **IMMUNIZATIONS**

Contact the Pennsylvania Department of Health or your child's primary care provider with any questions regarding immunization changes. Students must meet the Pennsylvania Department of Health immunization requirements.

### **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. The only exceptions are those medications permitted for a student to have in their possession by law, such as a rescue asthma inhaler, an epi-pen or medication and equipment to care for diabetes. Before a student can carry these types of medications, students must supply a signed prescription medication form in which the physician has checked and/or written a statement that the student is capable of carrying and self-administering the medication. This grants permission for the student to carry the medication while in school and on the bus.

In order to comply with the Pennsylvania Nurse Practice Act, prescription and non-prescription 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.

### **SPECIAL EDUCATION PRE-REFERRAL PROCESS**

For students who are experiencing academic and/or behavioral difficulties within the regular education environment, the following Screening/Early Intervening procedures will be implemented in all buildings:

#### **Screening/Early Intervening Services**

The Chambersburg Area School District provides screening for possible eligibility for special services through the implementation of a Core Intervention Team. The Core Intervention Team members may consist of: academic coach, principal, parents, intervention specialist, classroom teacher, school counselor, school psychologist, and/or representatives from community agencies depending on the needs of the student.

The screening process may 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:** 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 district offers the following services:

- Autistic Support
- Emotional Support
- Life Skills Support
- Gifted Support
- Learning Support
- Multiple Disabilities Support
- Speech/Language Support

Other services are provided in conjunction with the Lincoln Intermediate Unit #12.

**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.

## **STUDENT ASSISTANCE PROGRAM**

A specially trained team of educators make up our SAP teams in the 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.

## **STUDENT DISCIPLINE- BOARD POLICY 218 (Reviewed 2/27/18)**

### **Purpose**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. **Corporal punishment** is defined as infliction of pain upon a person's body as punishment for a crime or infraction.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board policy. Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors and administrators. All such information shall be removed from the student's permanent record when s/he leaves the Chambersburg Area School District.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. This policy does not expand the jurisdiction of the Chambersburg Area School District beyond the jurisdiction which is granted under the Pennsylvania Public School Code of 1949, as amended, and does not extend to student spectators traveling to and from district-sponsored events when said students are traveling in exclusively private transportation not provided by the district.
2. The student is a member of or participating in a school-sponsored or school-related 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, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

## **Delegation of Responsibility**

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct. The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the Board policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

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

### **Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form. The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

For a list of citations and references regarding this policy, please see <http://www.boarddocs.com/pa/casdpa/Board.nsf/Public#>

### **Student Discipline: Levels of Misconduct**

- Level 1: Minor behavior by a student who disrupts classroom procedures and interferes with the educational process. This level of misconduct can and should be handled by the classroom teacher, but may sometimes require additional action by guidance and/or administrative personnel.
- Level 2: This level of student misbehavior represents student misconduct that tends to disrupt the general learning climate of the school and/or the learning of that student.
- Level 3: This level of student conduct represents actions of a student that may be a threat to the health and/or safety of that student or to other students or

staff of the school, or result in minor property damage. For example, threats to others, fighting. (Police may be notified), possession and use of tobacco products, minor vandalism as determined by intent and degree, and open defiance of student toward staff.

- Level 4: These are student actions which could or do result in violence to another person or property or which pose a direct threat to the safety of others in the school. For example, possession, use or distribution of alcohol or controlled substances, bomb threats, major vandalism as determined by intent and degree, assault/battery, theft, possession, and use or transfer of a weapon as defined in Policy 218.1. Police will be notified.

## **STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS – Policy 220 (Revised 10/22/19)**

### **Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

### **Definitions**

**Distribution** means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression** means verbal, written, technological or symbolic representation or communication.

**Non-school materials** means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting** means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

### **Authority**

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

### **Unprotected Student Expression**

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate

the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

### **Discipline for Engaging in Unprotected Expression**

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

### **Distribution of Non-school Materials**

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

### **Posting of Non-school Materials**

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

### **Review of Student Expression**

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

### **Delegation of Responsibility**

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

## **STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/ELIGIBLE STUDENTS**

For information regarding the Family Educational Rights and Privacy Act (FERPA) Notice of Directory Information, please visit the Chambersburg Area School District website section on FERPA at [www.casdonline.org/FERPA](http://www.casdonline.org/FERPA).

## **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 available on the district website 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 or head teacher.

## **TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

As a parent of a student in the Chambersburg Area School district you have a right to know the professional qualifications of the teachers who instruct your child. You have 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, 717-261-3477.

## **TOBACCO AND VAPING PRODUCTS – POLICY 222 (Revised 9/22/20)**

### **Purpose**

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

### **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes).

**Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.[4]*

### **Authority**

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

### **Delegation of Responsibility**

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

## **Reporting**

### *Parental Report –*

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

### *Office for Safe Schools Report -*

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

### *Law Enforcement Incident Report –*

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## **Guidelines**

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

## **Students with Disabilities**

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## **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 school sponsored activity as outlined in the student handbook. Students found pushing drugs, alcohol, paraphernalia, misbranded or look-alike substances will be:

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances. Provide education concerning the dangers of abusing controlled substances. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **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 peers and receiving the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to the Out-of-school Suspension for 3 days.
4. Result in assignment to the Out-of-school Suspension of the student for 10 days after an offer of an informal due process hearing in the office of the principal within 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. Result in the student undergoing an appropriate after-care as determined by the Student Assistance Team.
7. Require a conference with the parents for re-admittance to school.
8. If warranted, or upon non-completion or non-compliance with Program rules, student will be referred by the school to law enforcement officials.
9. It is suggested a written report of the sequence of the investigation be kept for school files.

*Incidents involving students suspected of using, possessing, being under the influence, distributing controlled substances and/ or alcohol shall result in the immediate notification to the Chambersburg Area School District Police by the principal or*

*designee. A cooperative investigation (administrative and criminal) shall occur and an immediate submission of related evidence to the investigating police officer shall occur.*

## **CONFIRMED SECOND OFFENSE**

1. Require the student to be isolated from his peers and receiving the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to the Out-of-school suspension of the student for 3 days.
4. Result in assignment to the Out-of-school suspension of the student for 10 days after an informal due process hearing in the office of the principal within 5 days of 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. Result in notification of law enforcement authorities and submission of related evidence to them.
7. If warranted, the Superintendent may recommend to the Board of School Directors for possible expulsion.

*Incidents involving students suspected of using, possessing, being under the influence, distributing controlled substances and/ or alcohol shall result in the immediate notification to the Chambersburg Area School District Police by the principal or designee. A cooperative investigation (administrative and criminal) shall occur and an immediate submission of related evidence to the investigating police officer shall occur.*

## **TRANSPORTATION GUIDELINES**

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 stops, but must remain the same for each day of the week, (5 consecutive days). No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Observe the same good conduct on the bus as you do in the classroom.

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 will still submit the minor incident report to the school.

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. Misconduct report will be submitted to school for student record.
- **Second Offense**- The bus driver will contact the principal of the student's school. The principal or Head Teacher will have a conference with the student and assign discipline (ex: miss two days of recess).
- **Third Offense**: 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. 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.
- **Dangerous Offenses or Threats to Commit Dangerous Offenses**: When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In

this case, the principal should immediately report to the Superintendent of Schools.

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. Each bus is equipped with video surveillance equipment. Per District Policy 810.2 footage will be reviewed by authorized personnel only.

### **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.
5. Loading- Please wait for the direction of the driver before crossing any roadway to enter the bus.
6. 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.
7. Please keep all body parts inside the bus at all times.
8. 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.
9. Speak and respond appropriately to others. The use of inappropriate, foul, or abusive language will not be tolerated.
10. Possession or use of tobacco products and other controlled substances is prohibited. Eating, drinking, and chewing gum are also prohibited.
11. Keep hands, feet and objects to yourself, and remain seated while the bus is moving.
12. The driver is authorized to assign seat.
13. You should do your part to keep the floor clear of wastepaper and dirt, and to keep the upholstery and interior finish of the bus in excellent condition.
14. Any damage to the bus should be reported to the driver immediately.
15. Cell phones/or any other communication device is prohibited. This includes any camera and or recording devices.
16. Spitting or any other transfer of body fluids is prohibited.

## **UNLAWFUL HARASSMENT – BOARD POLICY 248 (REVIEWED 2/27/18)**

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.

### **Definitions**

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, sex, 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.



## **Delegation of Responsibility**

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/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

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.

## **Guidelines - 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 and submit a written report to the Compliance Officer 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.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

### **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. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

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 recommended corrective action, 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.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

For a list of citations and references regarding this policy, please see <http://www.boarddocs.com/pa/casdpa/Board.nsf/Public?open&id=policies#>

### **WEAPONS — BOARD POLICY 218.1 (REVISED 7/24/13)**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting 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, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious 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; and under the student's control while 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 coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

### **Transfer Students**

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 that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.