

CHAMBERSBURG AREA SCHOOL DISTRICT

# Elementary Handbook 2018-2019

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Andrew Buchanan, Benjamin Chambers, Falling Spring, Fayetteville, Grandview, Guilford Hills, Hamilton Heights, Lurgan, Marion, New Franklin, Scotland, South Hamilton, and Thaddeus Stevens

*(REVISED 8/9/18)*

## **CHAMBERSBURG AREA SCHOOL DISTRICT MISSION STATEMENT**

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

## **CHAMBERSBURG AREA SCHOOL DISTRICT BELIEF STATEMENTS**

- Students, family, school, and community share the responsibility and accountability for learning.
- 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 comunice con la escuela y ellos se comunicarán con la intérprete de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias.”

## **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.

## **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.

## 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 monitoring of 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 South Sixth Street, Chambersburg, PA 17201.** Please include your email address if you would like to be notified electronically.

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

Each year the district will prepare a new notification registry. If you have any questions, please contact the IPM coordinator at 717-261-3406, CASD Office of Buildings & Grounds.

## 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.

## **PRIDE IN SELF – DRESS CODE**

### **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 color, including highlights, must be within the following spectrum or color only for students in grades K-8:
  - Shades of blonde, black, auburn/red, and brunette.

- Fluorescent/rainbow colors are permitted for students in grades 9-12.
- 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 ("heeries") 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  
[www.casdonline.org/dresscode](http://www.casdonline.org/dresscode)*

### **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** have a written excuse within 3 days of their return to school. The 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 return with 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 3 illegal days will be scheduled. After 6 illegal days student will be referred to an attendance improvement program or Children & Youth referral. Citation can be filed after 6 illegal days.
- 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 **WILL 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.

#### Late Arrival/Early Dismissal

We strongly encourage parents to schedule appointments around school hours. Realizing this is not always possible, please send a note to school requesting an early dismissal or when arriving late. When a student arrives late or leaves early, the parent/guardian must report to the office to sign the student in/out. For an early dismissal your child will be called to the office to meet you. **Students will ONLY be dismissed from the office.** Students are released to the parent/guardian of record only unless the parent/guardian gives advance written notice to the school when requesting a child be released to other designated persons.

#### Educational Tours/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 or more the student will be withdrawn from school, and student IS NOT guaranteed original school placement upon re-enrollment.**

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

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

## TRANSPORTATION GUIDELINES

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

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

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

To help you as a parent to be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration. The bus driver's 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.

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

### **SCHOOL BUS RIDING RULES AND REGULATIONS**

1. The Bus Driver is in charge of the bus at all times.
2. Unless necessary please keep comments to the Bus Driver to a minimum.
3. You must exit the bus at your scheduled stop.
4. Please be ready for bus pickup 5 minutes prior to the assigned time. Students should wait for the bus in a safe location, at a minimum of ten feet from the traveled portion of the roadway.  
Loading- Please wait for the direction of the driver before crossing any roadway to enter the bus.  
Unloading- When unloading the bus please follow the direction of the driver and only cross in front of the bus after checking traffic in both directions. Avoid the DANGER ZONE.
5. Please keep all body parts inside the bus at all times.
6. Keep the aisles clear at all times when the bus is moving. Student’s personal items shall be **placed on the student’s lap** and not placed in the aisle. This includes musical instruments, school projects, gym bags, etc. Science boards, large instruments and any other large item that does not fit on the student’s lap are not allowed on the bus for safety reasons. All items should be in their book bag.



7. Speak and respond appropriately to others. The use of inappropriate, foul, or abusive language will not be tolerated.
  8. Possession or use of tobacco products and other controlled substances is prohibited. Eating, drinking, and chewing gum are also prohibited.
  9. Keep hands, feet and objects to yourself, and remain seated while the bus is moving.
  10. The driver is authorized to assign seat.
  11. 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.
  12. Any damage to the bus should be reported to the driver immediately.
  13. Cell phones/or any other communication device is prohibited. This includes any camera and or recording devices.
  14. Spitting or any other transfer of body fluids is prohibited.
  15. **SCHOOL BOARD POLICY # 810 ASSIGNMENT OF STUDENTS FOR GRADES K-12** 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.
  16. Observe the same good conduct on the bus as you do in the classroom
- The following ACT 26 violations by students will result in disciplinary actions by Administration and Law Enforcement

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

### **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, 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.

## **COMPUTER HARDWARE & SOFTWARE**

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

## **COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES:**

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

## **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>.

## **SCHOOL NURSE**

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

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

## **MEDICATIONS**

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

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

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

## **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.

## **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.

## **GRADING SCALE**

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

### GRADES K-5 Standards-Based Report Card:

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

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.

## **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.

## **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 <https://goo.gl/M243q3>.

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. Any additional web-based educational programs and services which our schools may add during the upcoming academic year will be accompanied by a separate request for parent 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/coppafaqs.shtml>.

### **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).

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

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

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

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

### **STUDENT DISCIPLINE- BOARD POLICY 218 (Adopted 10/28/15)**

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

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.

### **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
- 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.

### **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.

### **TOBACCO — BOARD POLICY 222 (Revised 10/29/14)**

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other smoking product, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes.

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

Any student who violates this policy will receive discipline action in accordance with the student handbook/code of conduct. Consequences for use of tobacco or tobacco products as defined in this policy include:

#### **Confirmed First Offense -**

*Elementary:* Confiscate tobacco products and parent conference.

#### **Confirmed Second Offense -**

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

#### **Confirmed Third Offense -**

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

A student convicted of possessing or using tobacco in violation of this policy may be fined or admitted to alternative adjudication in lieu of imposition of a fine.

NOTE: The District reserves the right to prosecute to the fullest extent of Title 18 whenever student is in possession or use of tobacco products as defined in this policy.

### **CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227 (REVISED 7/24/2013)**

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

**For purposes of this policy, controlled substances shall include all:**

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

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

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

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. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or

conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, which 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.

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.

### **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.

### **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:

1. Reported to parents.
2. Result in assignment to the Out-of-school suspension for 3 days.
3. Result in assignment to the Out-of-school suspension for 10 days after an offer of a due process hearing in the office of the principal within 5 days for temporary suspension.
4. Referred to law enforcement authorities, in accordance with the Drug-Free School Act.
5. Referred to the Superintendent for recommendations to the Chambersburg Area School District Board of School Directors for expulsion and referral for prosecution.
6. Referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program as recommended. Satisfactory completion of the program must be in writing from the facility before readmission to school.

*Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.*

### **UNLAWFUL HARASSMENT – BOARD POLICY 248 (REVISED 5/27/15)**

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#>

## 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.

### **HAZING – BOARD POLICY 247(REVISED 11/11/15)**

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

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

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

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

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

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

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

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

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

### **Delegation of Responsibility**

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

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of publication in handbooks and/or verbal instructions by the coach or sponsor at the start of the season or program.

### **Guidelines**

#### Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending 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.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

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

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

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

## **BULLYING/CYBERBULLYING– BOARD POLICY 249 (revised 2/2718)**

### **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:<sup>[1]</sup>

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

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

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

### **Authority**

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### **Delegation of Responsibility**

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

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

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.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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.[\[1\]\[2\]\[3\]](#)

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, if available.

### **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[4\]\[1\]\[5\]](#)

### **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:[\[1\]\[3\]\[6\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **ASBESTOS POLICY**

The Chambersburg Area School District maintains a proactive Asbestos Management Program to insure that these materials do not constitute an environmental problem. For your personal safety and the safety of others, the asbestos-containing materials listed

above should not be disturbed in any way. Any damaged condition should be reported to the building principal. For further information the Asbestos Management Plan documents are available for review in the administrative office upon request.

### **PARENT LUNCH WITH CHILD**

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

### **RECESS**

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

1. Temperature below 25° F (weather.com – 17202)
2. Severe wind chill factor
3. Precipitation of any type
4. Ice or snow on playground.

### **SCHOOL MEALS (5/18)**

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.

**Elementary Prices** for the 2018-2019 school year –Breakfast \$2.05 – Lunch \$2.85

Households may **pay for meals** by going to **www.schoolcafe** and setting up payments or sending a check or cash to the school cafeteria.

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

5 components are offered as part of every meal; fruit, vegetable, protein, grain, and milk. In order for a meal to be complete (\$3.00) a student must take a minimum of 3, of the 5 offered. One component must be a fruit or vegetable. 2-4 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**

If you need assistance in paying for meals you may go to **www.schoolcafe.com** to complete and submit an application to see if you qualify for meal benefits. Applications may be submitted for the 2018-2019 school year any time after July 1, 2018. We will notify you of your household status by US postal mail or email.



### **Meal Charge Policy**

The current meal charge policy will be issued to all students at the beginning of the school year. The policy can also be found on the school website under Board Docs, AR 808 or under the Food and Nutrition web page.

### **Collection of Meal Charges**

The automated call system, School Messenger, shall call and/or email households where students have meal charges on a weekly basis. Currently this is set up to occur on Tuesday evenings.

### **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)

Food Service office  
721 South Sixth Street, Chambersburg, PA 17201  
717-261-3391  
LAB 2018