

**GREENCASTLE-ANTRIM
MIDDLE SCHOOL**

***CODE OF CONDUCT
2019 - 2020***

**370 SOUTH RIDGE AVENUE
GREENCASTLE, PA 17225
Telephone (717) 597-3226
Fax (717) 597-6468
www.gcasd.org**

**MARK W. HERMAN
PRINCIPAL**

**ASHLEY MARTIN
ASSISTANT PRINCIPAL**

**MICHAEL McMANUS
ASSISTANT PRINCIPAL**

**FRED E. YELTON
GUIDANCE COUNSELOR**

**TRAVIS BLUBAUGH
DIRECTOR OF TRANSPORTATION
(717) 597-3226 ext. 50504**

CHILDREN FIRST

All School Board policies referenced in this document are available on the school district's website, www.gcasd.org.

I. INTRODUCTION

The goals of the disciplinary code are to provide a safe, effective learning environment and to promote the development of self-discipline and individual responsibility. To accomplish this, we expect all students to follow three basic rules: 1. Do your best. 2. Do the right thing. 3. Respect yourself and others. In addition, as part of the Olweus Bullying Prevention Program, we will strictly adhere to the following rules: 1. We will not bully others. 2. We will help students who are bullied. 3. We will include students who are left out. 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home. The school community, teachers, administrators and parents will work cooperatively to help students adhere to these rules. With this support, students must recognize their rights and responsibilities and conduct themselves accordingly. In addition, the Greencastle-Antrim School District is equipped with video cameras. The cameras are installed for the students' safety and protection. Viewing of the camera recordings will only be done by the building administrators, Superintendent, school police officer, Security, Director of Transportation, and business manager. A listing of students' rights and responsibilities shall be included in the Code of Conduct which shall be distributed annually to students and parents. (Board Policy #235)

Safe2Say Something Anonymous Reporting System

In accordance with the law, the district has established the Safe2Say Something system for receiving, assessing and responding to received reports. The Safe2Say Something anonymous reporting system is a program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities or threat of such activities in a school. Additional information regarding Safe2Say Something can be found on our school district website.

False reporting to this system will be considered a violation. Depending upon the nature and severity of a false report, disciplinary consequences will be enforced and could include criminal prosecution.

II. PARENTS' RIGHT TO KNOW

The No Child Left Behind Act of 2001 (NCLB) provides parents the right to request the professional qualifications of their children's teachers. You have the right to the following information:

- Whether PA has licensed the teacher for the grades and subjects he or she teaches
- Whether the teacher is teaching under emergency or other provisional status through which PA licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.

This information is available on the Pennsylvania Department of Education's website (<http://www.pde.state.pa.us>), under Teacher Certification. If you do not have access to the Internet, please contact the school office and the qualifications will be provided to you.

III. STUDENT RIGHTS

Students have the right to:

- A. An education free of discrimination. (Board Policy #103) The Greencastle-Antrim School District is an equal opportunity education institution and will not discriminate on the basis of race, national origin, sex, creed, handicap or veteran status in its actions, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, and for information regarding services, activities and facilities that are accessible and usable by handicapped persons, contact the Superintendent's Office at 717-597-3226.
- B. Express themselves, unless such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another's individual rights.
- C. Fair and effective discipline as stated in the disciplinary section of this handbook.

IV. STUDENT DISCIPLINARY CODE OF CONDUCT (Board Policy #218)

The Pennsylvania School Code gives every teacher and administrator in the public schools the right to exercise the same authority over pupils attending school as their parent(s)/guardian(s). This authority may be exercised by school personnel during the time that pupils are attending school, including travel to and from school, at all school sponsored activities, on a school bus or school vehicle, and at all activities held on school grounds. This authority may also be extended if students' actions violate a local, state, or federal law, and if the actions have a negative effect on the

school population. All discipline is subject to the applicable provisions of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 for eligible students.

- A. Repeated violations of the disciplinary code will result in progressive levels of discipline. If a violation is serious, the student may begin at a higher level of intervention. Following are the four levels of offenses and appropriate interventions for each level.
- B. Level I offenses: Behavior that interferes with the normal operation of any school activity.
 1. Listed below are examples (not limited to):
 - a. Running in halls
 - b. Arriving to class without proper materials
 - c. Unauthorized presence in the halls
 - d. Unauthorized talking in the classroom
 - e. Undirected obscenities or profanity
 - f. Unacceptable social behavior
 - g. Eating in the hallways or classrooms without approval (only plain water in a clear plastic container, with lid, is allowed in classrooms).
 - h. Littering
 - i. Failing to return required forms and/or school property within an appropriate time
 - j. Loitering
 - k. Tardiness to school and/or class
 - l. Walkers and/or those involved in after school activities leaving their last period classroom on the bus tone
 - m. Chewing gum
 - n. Possessing matches or lighters
 - o. Open displays of affection
 2. Level 1 disciplinary interventions
 - a. Verbal warning by a teacher
 - b. Classroom Detention; students are responsible for their own transportation
 - c. Parental contact or conference by teacher
 - d. Removal of school privileges for a designated period of time
 - e. Lunch isolation for a designated period of time
 - f. Loss of club and/or assembly privileges
- C. Level 2 offenses: Behavior that disrupts the educational process and requires the intervention of an administrator.
 1. Listed below are examples (not limited to):
 - a. Repeated Level I violations of school policy
 - b. Gambling
 - c. Academic dishonesty: The use of another person's thoughts, writing or work in an inappropriate manner. This includes, but is not limited to, plagiarism, cheating, talking/texting during a test, copying another student's work with or without consent, using written answers prepared before a test, sharing test answers with another student, changing answers on work being corrected without the instructor's permission.
 - d. Forgery of passes, notes, Courtesy Cards, report card stubs, disciplinary forms, detention notices, etc.
 - e. Defacing school property
 - f. Throwing objects
 - g. Refusing to obey instructions (insubordination)
 - h. Lying or dishonesty
 - i. Obscenities/profanity directed to other students
 - j. Immoral acts
 - k. Leaving school grounds without authorization
 - l. Cutting classes or detention
 - m. Possession of pornographic materials
 - n. Truancy
 - o. Mocking or malicious teasing
 - p. Misuse of school computers especially as defined by G.A.S.D. internet policy
 - q. Excessive tardiness
 - r. As part of the Olweus Bullying Prevention Program we will strictly adhere to the following rules:
 1. We will not bully others.
 2. We will help students who are bullied.
 3. We will include students who are left out.
 4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

“Bullying: is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” (Board Policy #249)

- Direct Bullying: when someone hits, pushes, kicks, pinches, spits or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing and calling names, usually in a face-to-face confrontation.
 - Indirect Bullying: making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.
 - Relational aggression: describes either overt or covert behavior, which can undermine or destroy relationships.
- s. Possession/use of any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any devices that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablets computers, smart watches, electronic gaming systems, pagers, e-readers, and laser pointers during school hours is prohibited unless authorization is given. The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes. All such devices must be turned off and kept in the student’s locker unless administrative authorization has been given. (Board Policy #237)
- t. Use or possession of any type of body spray in the locker room (refer to p. 7 VII, I. for complete policy and specific disciplinary consequences)
2. Level 2 disciplinary interventions
- a. Community service in which a student works to improve the school
 - b. Parental contact or conference
 - c. Team consultation with student
 - d. Social isolation which includes: no talking with classmates during anchor, lunch and in the morning prior to school, delayed hall passing, no assemblies and no activities including interscholastic participation
 - e. Disciplinary contract which is a statement of expectations and consequences unique to a particular student.
 - f. In school suspension (ISS) assigned by an administrator is the removal of the student from the classroom for a designated period of time. The student will spend normal school time in the ISS room under the direction of a certified instructor. Lessons will be provided by the student’s teachers for his/her daily work. The student must be informed of the reasons for suspension and given the opportunity to respond. The parents will be notified in writing. Suspended students may not participate in school activities during suspension. They do have the responsibility to make up tests or work missed and will be permitted to complete these assignments within established guidelines. In school suspended students needing to serve after school detention are allowed on campus solely for that purpose.
 - g. Restriction of computer use
 - h. Loss of club and/or assembly privileges
 - i. Citations
 - j. Police referral
 - k. Children and Youth referral
3. Specific Discipline Actions
- a. Should a student have a cell phone/electronic device in his/her possession between the hours of 7:30 a.m. and 2:24 p.m.; or turned on within the school building between the hours of 7 a.m. and 4 p.m., a First Offense will result in the phone being confiscated and locked in the vault until the end of the day at which time the student may pick it up. In addition, the student will be issued one (1) day of In School Suspension. Remember, between the hours of 7:30 a.m. and 2:24 p.m. cell phone/electronic devices must be turned off and locked within student lockers.
 - b. A second (or succeeding) offense will result in the phone being confiscated and locked in the vault. The parent or guardian may pick the phone up. In addition, the student will be issued no less than three (3) days of In School Suspension.
- D. Level 3 offenses: Behavior that may seriously threaten the health, safety, and welfare of others requiring administrative action.
- 1. Listed below are examples (not limited to):
 - a. Repeated Level 2 violations of school policy
 - b. Vandalism

- c. Harassment: consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. Sexual harassment consists of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature. (Board Policy #248)
 - d. Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco, including electronic cigarettes, nicotine and nicotine delivery products. (Board Policy #222)
 - e. Fighting/aggressive behavior
 - f. Possession, transmission, distribution, publication, or dissemination of child pornography, which includes a sexually explicit image or visual depiction of ones self or another minor.
 - g. Hazing – any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. (Board Policy #247)
 - h. Obscenities/profanity directed at faculty/staff
2. Level 3 disciplinary interventions
- a. In school suspension
 - b. Out of school suspension (OSS) assigned by an administrator is the removal of the student from school for a designated period of time. The student must be informed of the reasons for suspension and given the opportunity to respond. The parents will be notified in writing. The student will take textbooks home and have lessons provided by the student's teachers to be picked up at school at a designated time. Suspended students may not participate in school activities during suspension. They do have the responsibility to make up tests or work missed and will be permitted to complete these assignments within established guidelines. Students are not permitted to be on school property during suspension without prior administrative approval.
 - c. Required clean up and/or payment for damages to school property at the current replacement cost.
 - d. Citations
 - e. Police Referral
 - f. Children and Youth Referral
 - g. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
3. Specific Discipline Actions
- a. Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco products, including electronic cigarettes: the penalty for the first offense is three (3) days suspension; second and each succeeding offense will be a minimum five (5) days of suspension.
 - b. The penalty for possession or use of tobacco products including electronic cigarettes will include processing a citation through the District Magistrate's office resulting in a fine plus court costs.
 - c. Fighting: a minimum three (3) days suspension for the first offense; succeeding offense will result in a minimum five (5) day suspension; possible police contact.
- E. Level 4 offenses: Behavior that is an immediate and serious threat to the health, safety and welfare of others requiring administrative actions.
1. Listed below are examples (not limited to):
- a. Repeated level 3 of school policy
 - b. Stealing, possession, receiving, transfer or exchange of stolen property
 - c. Arson or attempted arson
 - d. Extortion and/or blackmail
 - e. Acts and/or threats of violence
 - f. Knowingly possessing, using, handling, transferring, intending to transfer, soliciting, or intending to solicit, transfer, firearms, knives, explosives or any object/substance that can reasonably be considered a weapon
 - g. Knowingly possessing, transferring, intending to transfer, intending to solicit, using or being under the influence of any drug (narcotic, hallucinogen, stimulant, intoxicant, "look-alike" drugs) including alcohol
 - h. Consumption of alcohol or use of drugs prior to appearance at school or a school related function
 - i. Possessing or transferring any drug paraphernalia
 - j. Any criminal acts as defined by State of Pennsylvania Crime Code
 - (a) Criminal Mischief (Act 17 of 1994 amending the Pennsylvania Crime Code) defacing public and private property with spray paint or indelible markers

- (b) Damaging property intentionally, recklessly, or by negligence (fire, explosives, or other dangerous means); results in endangering a person or property or causes suffering pecuniary loss by deception or threat.
 - (c) Conviction of Criminal Mischief Offense will be sentenced to appropriate community service.
- 2. Level 4 disciplinary interventions
 - a. Suspension
 - b. Placement in an alternative education program can result from a very serious infraction of school rules or from the repeated violation of school rules or policies
 - c. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
 - d. Expulsion: This is pursuant to School Board Policy #233, Suspension and Expulsion. In very serious circumstances, the principal may refer the matter to the Superintendent for an Administrative Hearing or to the Board of School Directors, so that the Board or its designee may determine whether exclusion from school for a period in excess of ten days or permanent expulsion is appropriate. In the event that the Superintendent or the Board of School Directors cannot hold a hearing within ten days of the offense, the student shall be placed in school pending the expulsion hearing, unless it is determined during an informal hearing that the student's presence in his/her classes would constitute a threat to the health, safety, morality or welfare of the other students. In this case, the student may be excluded from school for more than ten days pending the expulsion hearing, during which extended period he/she shall be provided with alternative education. In the event a student is expelled by action of the Superintendent or the Board of School Directors, the initial responsibility for providing the required education then shifts to the student's parent(s) or guardian(s) through placement in another school or through the State Department of Education. However, if the parent(s) or guardian(s) are unable to provide the required education they must, within thirty (30) days, submit to the School District, written evidence stating that they are unable to provide for the student's education. The School District then has the responsibility to make some provision for the student's education.
 - e. Referral to GASD Police
- 3. Specific Discipline Actions
 - a. Student threatening a teacher: The student shall receive a ten-day suspension unless precluded by law under IDEA. Also, the police shall be contacted.

V. DRUG AND ALCOHOL POLICY: This is pursuant to School Board policy #227 (Controlled Substances/Paraphernalia). For purposes of this policy, "controlled substances" shall include: any volatile solvents or inhalants, such as, but not limited to, glue, and aerosol propellants; all controlled substances prohibited by federal and state law; all look-alike drugs; all alcoholic beverages; anabolic steroids; any drug paraphernalia, any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board Policy, and substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state and federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.

- A. FIRST OFFENSE: Possession, use or abuse of alcohol and other drugs, including "look-alike" drugs, drug paraphernalia, or other health endangering compounds. NOTE: This does not include prescription medication that is to be administered to students during school hours.
 - 1. Parent(s)/guardian(s) shall be immediately contacted by the building principal and the student shall be sent home or removed from school for medical attention if necessary. If the violation occurred off school property at a school sponsored activity, the parent(s)/guardian(s) will be immediately contacted by the building principal or the principal's designee. If the parent(s)/guardian(s) cannot be contacted, the decision to get medical attention for the student or to isolate the student shall be made by building administrators or their designee.
 - 2. The police department shall be notified by the Superintendent or his designee and the student shall be referred for appropriate action.
 - 3. If the student's parent(s) or guardian(s) are not available for an immediate informal hearing, the student will be suspended for a maximum of five (5) school days during which time an informal hearing will be scheduled. This informal hearing may take place before the end of the five (5) day suspension if all parties can find a mutually agreeable date.
 - 4. An informal hearing shall be held with the student, his/her parent(s) or guardian(s), local police department representative, school administrators, and any other person who, in the judgment of the administration, could make contributions to aid in determining a course of action. As a result of this meeting, the school district shall elect one or more of the following:

- a. Refer the student for counseling from one or more of the following appropriate staff members: school psychologist, building counselor, student assistance team, nurse, or other appropriately trained staff members selected by the principal
 - b. Require the student, under parental supervision, to obtain guidance or psychological counseling from an outside professional agency. Written confirmation of such contact shall be submitted within a prescribed time to the school administration. Failure to comply will result in further disciplinary action within the guidelines of this policy.
 - c. Full suspension for up to ten (10) school days
 - d. Referral to the Superintendent or the Board of School Directors for an administrative hearing or an expulsion hearing
 - e. Social exclusion/probation: A student may be excluded from any/all extra-curricular, co-curricular or school activities for a designated period of time.
 - f. Any other action determined to be appropriate by the circumstances presented
 - g. Police department notification for possible prosecution
- B. SECOND OFFENSE: Possession, use or abuse of alcohol or other drugs, including “look-alike” drugs, drug paraphernalia, or other health endangering compounds or FIRST OFFENSE: Transfer or intent to transfer alcohol or other drugs including “look-alike” drugs, drug paraphernalia, or other health endangering compounds.
- 1. Immediate ten (10) day suspension
 - 2. Informal hearing
 - 3. Referral to the Board of School Directors for an expulsion hearing
 - 4. Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted
- C. Student voluntarily seeking help related to alcohol or other drugs: A student who voluntarily seeks help and is not under the immediate influence of, transferring, or in the possession of alcohol or other drugs, or other health endangering compounds within the school is not subject to the provisions of the building drug policy, but will be provided with all appropriate help that can be accessed by the district staff.

VI. WEAPON POLICY: This is pursuant to School Board Policy #218.1

- A. Weapon shall be defined as including, but not limited to, any knife, cutting instrument, cutting tool nunchaku, pepper spray, firearm and any other tool, instrument, or implement capable of inflicting serious bodily injury.
- B. Following all applicable state and federal law, including appropriate due process, the district shall expel, for a period of not less than one (1) year, any student who is determined to have been in possession of a weapon onto any school property, school activity or conveyance used to transport children to school activities. (Guideline – Act 26 of 1995).

VII. STUDENT RESPONSIBILITIES

- A. Students must abide by all school rules, regulations and procedures.
- B. Regular school attendance
- C. Conscientious effort in classroom work
- D. No student has the right to interfere with the education of fellow students.
- E. Disruptive Expression: students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual’s rights. The confederate flag will only be displayed within the classroom setting for educational purposes.
- F. Student Attire/Dress Code: Based upon the October 8, 1998, Board of School Directors mandate, school district faculty and administration are to define appropriate dress and enforce a dress code that eliminates distractions due to students’ attire. The district respects the rights of students to express themselves in word or symbol. The district also recognizes that such rights are not absolute and must be limited by the district’s responsibility to maintain an orderly school environment. Any student dress that is viewed as immodest, disruptive or inappropriate will face administrative review and, if warranted, corrective measures applied. Consequently, the following standards will be expected.
 - 1. Any dress that is either immodest or disruptive is considered a disciplinary offense and shall be treated as such.
 - 2. At the secondary level, all shirts, blouses and dresses must have sleeves that cover shoulders and minimally the top of arms – no bare shoulders.
 - 3. Shirts and blouses must be worn so that they meet the lower garments under all circumstances — no bare midriffs or backs. Undergarments should not be visible.
 - 4. Clothes with holes above the knee must have a garment underneath or a patch ovetop to prevent skin above the knee from being exposed.

5. All lower garments will be worn at the waist.
 6. The hem of all exterior garments must extend to at least the top of the knee when the student is standing with good posture. Garments may not touch the floor
 7. Hats, caps, hoods, bandannas, berets, sweatbands, (excluding hair accessories), Heelys, spiked accessories, sunglasses, and watch, key or wallet chains may not be worn within any school district building.
 8. Obscene, sexually suggestive, drug/tobacco/alcohol related statements or pictures, statements or pictures that libel any specific person or persons or contain obscene, lewd, vulgar or profane images, language or innuendo; expresses a serious and unequivocal intent to cause harm; incites violence or mayhem, advocated the use of unlawful force or vigilante behavior or encourages the violation of law, board policy or school rules or that is otherwise likely to materially or substantially interfere with the educational process is not acceptable.
 9. Low cut tops that expose cleavage are not permitted.
 10. All special classroom or building functions requiring a change in dress standards will be approved by the building administration prior to the event.
 11. Corrective action will include:
 - a. Student Violators will not be permitted to attend classes and will receive a documented warning. Students may be asked to change their clothing before returning to class.
 - b. Repeat violators who fail to comply with directives may face suspension due to insubordination and/or failure to comply with the district's dress standards.
 12. Students will be permitted to carry book bags to and from school, but will not be permitted to carry them during the school day.
- G. To be fully eligible to participate in physical education class activities, students must wear the GASD Wellness uniform. Uniforms (consisting of a t-shirt and athletic shorts) may be purchased at the Main Office, or other designated location, at a cost of \$12. Uniforms are available for purchase throughout the year.

In addition, students are expected to wear socks and sneakers. Students may wear sweatshirts and/or sweatpants over their wellness uniform when classes are held outside.

NO JEWELRY MAY BE WORN AT ANY TIME. THIS INCLUDES EARRINGS (no studs), NECKLACES, BRACELETS, WATCHES, OR OTHER PIERCINGS, ETC. Please keep this in mind when you are considering piercing. If a student is unable to participate due to wearing jewelry, it will adversely affect his/her grade.

- H. No petitions may be circulated, leaflets distributed, or posters displayed without prior administrative approval.
- I. Wellness Policy at GAMS – Because of safety concerns and medical issues, students are not permitted to use or possess any type of body spray in the locker room. This includes pump bottles and aerosol cans. We currently have students in our building with asthma, allergies, and other sensitivities that are exacerbated by the presences of these fragrances and irritants. Stick, roll-on deodorant, and face wash are acceptable hygiene products to use after wellness class.

Any student who uses or possesses any spray product will be disciplined as follows:

- 1st Offense: The product will be confiscated and may be picked up in the locker room at the end of the day.
- 2nd Offense: The product will be confiscated and may be picked up in the locker room at the end of the day. Additionally, the student will be assigned lunch isolation.
- 3rd Offense: The product will be confiscated and the student will be referred to an administrator for additional consequences. Additionally, the student's parent will be contacted to pick up the product in the main office.

*If at any time the use of body spray injures another student, such as sprayed in the eyes, additional disciplinary measures may be utilized.

VIII. RULES, REGULATIONS AND PROCEDURES

A. Application of Local and State Laws

All students shall obey all local, state, and federal civil and criminal law. Any violation of any local, state, or federal law shall be deemed to be in violation of the rules and regulations governing the conduct of students, and shall be punishable in addition to any prosecution by the appropriate authorities as per the disciplinary procedures set forth in this handbook. Some common examples of violations of state and local law are: gambling, theft, possession of stolen property, arson, attempted arson, forgery, extortion, blackmail, endangering the safety of another person and disorderly conduct.

- B. Searches: The district recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure. No pupil shall be searched without reason or in an unreasonable manner. Student lockers, desks and other storage areas owned/maintained by the Greencastle-Antrim School District are property of the Greencastle-Antrim School District. Students are given the privilege of using them. Students shall have a limited expectation of privacy in the use of such district owned/maintained storage areas. The school authorities may search a student's locker or desk and seize any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community. Such materials may be used as evidence against the student in any disciplinary proceedings at school. Prior to searching a locker or desk, the student shall be notified and given an opportunity to be present. However, in the event school authorities determine that there are exigent circumstances that could pose a threat to the health, welfare or safety of the school community, student lockers or desks may be searched without any prior warning. Searches of a student's person shall be subject to the standard of reasonable suspicion. The district recognizes that the more intrusive a search becomes, greater care must be given to protect a student's rights. Any such search shall require that the measures adopted are reasonable related to the objectives or search and are not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. (Board Policy #226)
1. Students, their clothing, book bags and other accessories may be searched should a school administrator have reasonable suspicion that the student is in possession of any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community
 2. Students who refuse to submit to a reasonable cause search, as outlined in this policy, shall be immediately suspended from school and referred to the Superintendent's office for further action.
 3. Persons who, after submitting to a search, are found not to be in possession of any material that is prohibited by law, school district policy or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community are to be promptly excused and no further action is to be taken. A report of the incident shall be filed with the appropriate administrator for future reference, but shall not be retained for a period of more than one year from the date of the report.
- B. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or property.
- C. DELIVERIES FOR STUDENTS – Because learning and protecting a positive instructional environment is our primary concern, we strive to avoid interrupting class. Therefore, Office Staff are **only permitted to call students to the Office** areas at 7:30 am, 10:45 am., Lunch Period, or 2:20 pm, unless the delivery is for documented medical reasons.
- D. Bus Conduct
1. The Greencastle-Antrim School District buses are equipped with video/audio cameras. The cameras (audio and video) are installed for the student's safety and protection. Viewing of the camera recordings will only be done by the building administrators, Superintendent, school police officer, Security, Director of Transportation, and business manager. Improper bus behavior jeopardizes the safety of all passengers and drivers.
 2. The use of the school bus by students is a privilege, which, in some cases, may be denied to violators of the established rules subject to applicable State and Federal law. Students must obey all rules of conduct in the interests of common courtesy and safety. Behavior rules are as follows:
 - a. Follow instructions the first time they are given.
 - b. Sit down in your assigned seat and face the front of bus. Talk quietly.
 - c. Listen to your bus driver
 - d. Do not eat or drink on the bus and no chewing gum
 - e. Keep all parts of your body and all objects inside the bus window and out of the aisle of the bus.
 - f. The use of all sprays/fragrances (perfume, body spray, hand sanitizer, lotions, and air fresheners) is prohibited on the school bus. The items must be kept in the book bag.
 - g. No swearing, loud talking, rude gestures or teasing
 - h. No pushing or fighting
 - i. Do not litter, write on or damage the bus in any way
 - j. No drugs, tobacco, alcohol or weapons are permitted on the bus
 - k. No live animals, fish, large objects or glass are permitted.
 - l. Any type of any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any devices that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablets computers, electronic gaming

systems, pagers, e-readers, and laser pointers etc. should be in a book bag at all times while on the bus. If the drivers have problems with any items brought on the bus they will confiscate the item/items and take it to the school office. Second warning, if accessories cause a problem they will not be allowed.

- m. Do not distract the driver through misbehavior in any way. The driver of each bus has the same authority as a teacher has in his/her classroom.
 - n. Do not throw objects on the bus.
 - o. At the bus stop- no horseplay. Students should stay back from the side of the road at least 10 feet. Students should respect the property of the landowner of the bus stop.
 - p. Wait until the bus is fully stopped to enter or exit the bus.
 - q. Pass in front 10 feet away from the bus, to remain visible to the driver at all times. Never walk behind the bus.
 - r. Never stop to pick up dropped items while crossing in front of the bus.
 - s. Be at the bus stop five minutes earlier than your scheduled time.
3. In cases of unsatisfactory conduct on any bus operated by or for the Greencastle-Antrim School District, the driver will abide by the following procedures:
- a. Driver warns the student of the behavior.
 - b. Driver has a discussion with the student after all other students are off the bus to discuss behavior and plan of action to avoid further disciplinary action.
 - c. Student assigned a front seat. At this point the driver will contact the parent through a phone call to inform the parent of the behavior and communicate what the driver has done to this point.
 - d. A bus referral will be written by the bus driver and turned into the Transportation Department, who will then forward the referral to the building administrator. Driver will again make a phone call to the parent/guardian. Building administrator will discuss incident with the student and assign appropriate consequences.
 - e. Second bus referral will be sent to the Transportation Department, who will forward to the building administrator, who will send a letter to the parent.
 - f. Third bus referral will be sent to the Transportation Department, who will forward it to the building administrator. Administrator will send a letter to the parents with possible suspension of bus riding privileges.

NOTE: Transportation on a district vehicle is a privilege and not a right.

4. Severe clause: Severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers.
 - a. Stop bus and refuse to continue until disruption ends
 - b. Call Transportation Department, who will notify building administrator.
 - c. Bring bus back to school/may remove student from bus
5. These standards of conduct must be met if we are to have efficient operations. Any act that is a detrimental to the safe operation of the school bus or the safety of others will result in disciplinary action. Suspension of school bus privileges is not a valid reason for being absent from school.
6. **Change in Bus Schedule:** No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Students may have a different address for their morning and afternoon bus stops as long as the pick-up and drop-off sites are consistent each week. This schedule must stay consistent for the sake of the student's safety.
7. **Temporary Bus change:** The Temporary Bus Change Form must be turned in 48 hours in advance. Beginning with the 2018-2019 school year, the district will no longer accept temporary bus changes for the convenience of the parent/guardian. For example, If the parent/guardian is off work and the child normally attends a childcare provider (grandparent), the parent will be responsible to pick their child up at the childcare provider. Temporary Changes for secondary students **will only** be accepted for the following reasons:
 - Childcare provider is closed
 - Early dismissal days
 - Parent work schedule change is for more than 5 consecutive days
 - Medical emergency situationIf an emergency situation requires a bus change immediately, the parent may call the transportation office or school building office and make the request. Emergencies include events such as a death in the family and/or a medical emergency situation.
8. **Permanent Bus Change:** If you have moved to a new address or your child requires a permanent bus change for another reason, the parent/guardian will need to complete a "Permanent Bus Change Form" and turn it in to the Transportation Office. We require a 48 hour notice. As a reminder, for any change of address, the school building office has a change of address form that must be completed and signed by the parent/guardian.

*The bus change forms can be found on the district website under the "Parent" tab.

NOTE: We ask that you make bus changes only when absolutely necessary. We try to accommodate parents; however, if this guideline is abused, we may have to discontinue this procedure.

IX. SCHOOL DAY

- A. The school day begins at 7:30 a.m. when students are to be seated within Homeroom. Students are tardy after 7:30 a.m.
- B. Bus students are dismissed at 2:24 p.m. Walkers are dismissed by announcement.
- C. Students are not permitted in the hallways until 7:20 a.m. when teachers are on duty.
- D. Students who arrive prior to 7:05 must report to the cafeteria.
- E. In the interest of student safety, we strongly recommend that students being dropped off for school be dropped off behind the Middle School at the sidewalk leading into the back of the building. This entrance is monitored by Staff beginning at 7:05 am.

X. ATTENDANCE (Board Policy #204)

If a student is absent from school for any period of time, it is necessary for the parent/guardian to provide a written excuse. In an effort to continue communication between school and home, parents will receive notification of their child's absence that day and a reminder to send in an absence note upon his or her return. *Even though a parent/guardian may have notified the school concerning an absence, an excuse must still be turned in to the attendance secretary. The written excuse must be turned in to school staff within three (3) school days following the return to school from the absence(s). If the student forgets to bring a note to school upon returning from an absence, he/she is reminded to do so. If a note is not provided within three (3) school days after the absence, the day(s) is recorded as an unlawful day.*

- A. Individuals are required by law to attend school until they are seventeen (17) years of age.
- B. Any student, 17 years of age or older, who is absent without an acceptable reason or who fails to return an acceptable note within three (3) days of their return to school, will be charged with an unexcused absence.
- C. Students who are unlawfully absent or unexcused do not have the privilege of making up missed school work.
- D. Acceptable reasons for absences/tardies include: illness, family emergencies, pre-arranged doctor or dentist appointments, impassable roads, pre-approved educational trip leave, death in the family, and out-of-school suspension days. Failure to provide a signed, written note for acceptable absences/tardies may result in an unlawful occurrence.
- E. Educational Trips: The Pennsylvania Department of Education gives the local school district the privilege of excusing students from attending school for approved educational trips. The district provides a pre-approval form for parents who anticipate taking students on trips which may qualify as "educational experiences." The student should obtain this form from the school office and have it completed and returned to the school five (5) school days prior to the trip for administrative approval/denial. Educational trip days should not exceed ten (10) days per school year. These days will be recorded as excused absences from school. Students are required to complete all worked missed during an educational trip. Students may request work two days prior to leaving for their trip.
- F. Appointments: Students may be excused from school for appointments when necessary by providing a note from their parent/guardian or a professional office stating the time and date of the appointment, and with whom the appointment has been made. Notes for dismissal should be brought to the reception window before homeroom. Students returning from an appointment must bring a card/note from the professional office. Absences from school due to appointments are considered an excused absence/tardy when the aforementioned information is provided. Students will receive an absence depending on their dismissal time.

<u>Time of Dismissal</u>	<u>Absence</u>
Dismissed before 10:45	all day absence
Dismissed between 10:45 – 12:45	Half day absence
Dismissed after 12:45	No absence

- G. Tardiness to School: Students who are not seated in Homeroom by 7:30 a.m. must report to the office. A student's unexcused tardies for each semester will result in detention as follows:

<u>Tardies</u>	<u>Consequence</u>
1	Written warning
2-4	Lunch Isolation
5	In School Suspension
More	Additional suspension and action

- 1. Students arriving after 10:45 a.m. will be recorded absent one-half day.
- 2. Unexcused tardy time is recorded. For accumulated time of three and one-quarter (3 1/4) hours, students may be charged with one-half day unlawful absence.

Arrival between 7:30 - 10:45	Tardy
------------------------------	-------

Arrival between 10:45 - 12:45 Half-day absence
 Arrival after 12:45 pm All day absence

H. Any student who has a 10% absence rate will be sent a "Letter of Concern". Should that student advance to more than a 15% absence rate (excluding educational trip leave and absences already covered by notes from physicians), that student will be sent a letter requiring them to provide doctor's certification for all future absences or tardies to school. Refer to page 23 for a copy of the doctor's excuse form being used by Franklin County doctors.

<u>Absences and/or Tardies from school</u>	<u>Consequence</u>
10 % rate	Parent sent a letter of concern via first class mail.
15 % rate	Parent sent a letter via first class mail requiring notes from medical offices for all future absences and tardies. When no parent email is on file, the letter will be hand delivered to the student, who will sign for it.
20 % rate	Possible referral to the Truancy Prevention Program and/or Children and Youth Services of Franklin County

I. The school reserves the right to require a doctor's certificate to cover every day of absence where there is an unusual pattern of absenteeism. Failure to return a doctor's certification will result in the absence/tardy being treated as unexcused/unlawful.

J. Unlawful absences/tardies include: absence from school with parents' consent for reasons other than those listed as acceptable, leaving school during school hours without office permission, illegal employment, hunting/fishing trips, absence from school without knowledge or permission of parents and/or school authorities. Students are allowed to accumulate three (3) unlawful days. However, after three (3) unlawful days, the school is required by law to report the parent/guardian of that student to the district magistrate for prosecution. Consequences for unlawful absences are as follows:

<u>Number of Unlawful Absences</u>	<u>Consequences</u>
1	Letter sent home via first class mail
2	Letter sent via first class mail and discipline
3	Parent sent a letter via first class mail and email stating that a citation will be processed with the District Magistrate for any additional unlawful absences; referral to the Student Assistant Program, and notification that Parent must set up a meeting to develop a Student Attendance Improvement Plan.
6 or more	Citation (possible parental penalties include: a fine up to \$300 per offense plus court costs; completion of a parenting education program; subsequent sentencing to the county jail for no more than five days; or, community service within the school district for no more than six months. Possible student penalties include: a fine up to \$300 per offense plus court costs; assignment to an adjudication alternative program; referral for services or adjudication as a dependant child; suspension or delay of driver's license for 90 days to six months; or, juvenile court proceedings), parent sent a certified notice stating that a citation is being processed, additional In School Suspension, and possible referral to the Truancy Prevention Program and/or Children and Youth Services of Franklin County.

K. Any pupil under 17 years of age who accumulates three (3) days of unlawful absence (absence which is not excused) will be provided with a written notification that a first offense under the school attendance laws has been committed. After this written notification, any further unlawful absence may, under the laws of Pennsylvania, result in the parents being cited with a summary offense incurring liabilities through the district magistrate's office.

L. Religious observances: All absences occasioned by the observances of the student's religion on a day approved by the Board as a religious holiday shall be excused.

M. Withdrawal - To withdraw from Greencastle-Antrim Middle School to move to another school, parents should notify the school office of these plans in advance of the withdrawal. On the day before, the student should report to the office to take care of necessary paperwork. Records will be sent after official notification from the new school.

XI. GRADING SYSTEM

A. Report cards are distributed to students every 9 weeks during the school year to inform parent(s) guardian(s) of the student's progress. The grading scale is as follows:

Letter Grade	Percent	QPE
A	93-100	4.0
A-	90-92	4.0
B+	87-89	3.8
B	83-86	3.4
B-	80-82	3.0
C+	77-79	2.8
C	73-76	2.4
C-	70-72	2.0
D	65-69	1.0
F	Below 65	0.0

If a student is recommended for retention, parents will meet with the principal and make the final decision.

- B. Honor Roll (Determined by Grade Point Average)
 - Distinguished Honor roll 4.0 G.P.A. (All A's)
 - Gold Honor Roll 3.50 - 3.99 G.P.A. (No D's or F's)
 - Blue Honor Roll 3.00 - 3.49 G.P.A. (No D's or F's)
- C. Make up work - Students absent from class for any reason are responsible for making up work as quickly as possible. Failure to follow procedures will result in a failing grade.
 - 1. Classes that meet daily: For a one (1) or two (2) day illness the student should have the work completed the day after his/her return. For an extended illness (3 plus days), the student is to make individual arrangements with the teachers within five (5) school days after returning.

XII. HOMEWORK

- A. Teachers will be assigning homework according to needs in their classes. Students are expected to complete homework on time.
- B. Planner: All students have a planner. It is the student's responsibility to keep their planner current. At the parent's request, teachers may initial the planner; then it is the parent's responsibility to check the planner and see that the work is completed. Replacement planners will be available at a \$5 cost until the supply is exhausted.
- C. Homework Assignment Requests: If a student has been absent three (3) consecutive school days, homework assignments may be obtained by calling 597-3226 ext. 20521 by 7:30 am to request work by 3:00 pm that same day. Otherwise, allow 24 hours for assignments to be collected.

XIII. HOMEBOUND INSTRUCTION

- A. Homebound instruction shall be available for students who are unable to attend school due to medical conditions for an extended period (beyond 10 school days).
- B. Application for homebound instruction shall be made to the building principal. The request will be supported by a physician's statement to the effect that the child is unable to attend school and that he/she would profit from homebound instruction. The school physician may be required to concur in such evaluations made by the family physician.
- C. Any student enrolled in an approved homebound instruction course shall be counted as present on attendance registers during this period.
- D. The normal time offered to students for homebound instruction shall not exceed five (5) hours per week unless approved by the Board of School Directors.

XIV. DISTRICT SCREENING

The Greencastle-Antrim School District utilizes three levels of screening activities to identify children in need of additional services and or accommodations beyond the regular classroom. Level I screening includes group-based data such as review of cumulative records, enrollment records, health records, report cards, benchmarks and group achievement testing. Level II screening includes hearing screening which is conducted in grades K, 1, 2, 3, 7 and 11, vision screening which is conducted in every grade each school year, motor screening which is accomplished through ongoing observations by the regular and physical education teachers and speech and language screening conducted in Kindergarten and at teacher request. Level III screening at the middle school includes the completion of the Pre-Referral Packet by the school team which includes the teachers currently instructing the student and guidance

counselor. This packet is sent to the appropriate Assistant Principal for review, then forwarded to the Special Education Office. After review and a possible meeting with parents and school team, a decision is made to either move forward to an evaluation or to continue with interventions in the regular education classroom.

XV. SPECIAL EDUCATION

- A. In accordance with applicable state and federal law, eligible students have the right to a free and appropriate public education designed to provide a meaningful educational benefit. In the least restricted environment. The term “exceptional” includes children with physical, emotional or mental disorders.
- B. The Greencastle-Antrim School District along with Lincoln Intermediate Unit 12, provides specially designed instruction to meet the needs of any eligible school age student or young child (ages 3 to school age) who falls within any of the following categories and needs special education as determined by an individualized education program team; (a) autism, (b) deaf-blindness, (c) deafness, (d) emotional disturbance, (e) hearing impairment, (f) intellectually disabled, (g) multiple disabilities, (h) orthopedic impairment, (i) other health impairment, (j) specific learning disability, (k) speech or language impairment, (l) traumatic brain injury, (m) visual impairment including blindness, (n) developmental delay (ages 3 to school age only). Related services such as transportation or any developmental, corrective, or supportive service needed to assist an exceptional student to benefit from special education are also provided.

XVI. PROTECTED HANDICAPPED STUDENTS

- A. The Greencastle-Antrim School District will provide to each protected handicapped student those related services or accommodations which are necessary to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.
- B. The services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. (Board Policy #113)

XVII. GIFTED EDUCATION

- A. Gifted education is provided to students who are determined to meet the definition of mentally gifted under Chapter 16 of the public school code and require specially designed instruction not ordinarily provided in the regular education program. A student must meet specific criteria as set forth under Chapter 16 to be identified as mentally gifted. Determination of mentally gifted must include an assessment by a certified school psychologist. The term mentally gifted includes a person who has an IQ of 130 or higher or when multiple criteria indicate gifted ability.
- B. If an individual chooses to request the Greencastle-Antrim School District initiate screening or evaluation activities for a child, he or she should contact the Special Education Office. The request must be in writing and a form will be provided for that purpose. (Board Policy #113)

XVIII. LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM (LIEP)

English Language Development (ELD) is provided for students who are English Learners (EL) and whose families speak other languages. Students are identified upon entrance in to the district. Services are provided for all grade levels.

XIX. GUIDANCE SERVICE

- A. The guidance program at the Greencastle-Antrim Middle School offers counseling services to all students in grades 6, 7, and 8. Students are helped with personal, social, emotional, academic and scheduling problems. The counselor may refer students to other specialists in the school system or in private and public agencies.
- B. The program is designed to assist every student develop self understanding and a feeling of self worth, acquire the knowledge, skills and attitudes necessary for successful personal and family living, and to obtain the essential attributes necessary to become a self supporting member of society.
- C. Student Records
 - 1. Our policy on student records conforms to the Family Educational Rights to Privacy Act of 1974 Confidentiality Section of P.C. 94-142 and the Confidentiality Standards for Special Education PA Code 22, Chapter 341. Anyone further interested in the details of this act may contact the district Superintendent of Schools.
 - 2. The information which is included in each file shall include data necessary for the efficient operation of the district’s educational system and shall be classified as Category A information. This includes achievement testing and scores. It shall also include other data which is of importance to the school district but is not

absolutely necessary. This data shall be considered Category B information. Parents and/or guardians shall be informed periodically of “B” type information and shall have the right of access to such information upon written request to the Superintendent of Schools.

3. If a student is transferring out of the Greencastle-Antrim School District, the parent or guardian shall have the privilege of inspecting the records before they are transferred to the new district.
4. Upon the graduation or withdrawal of a student from the Greencastle-Antrim School District, his or her Category A records will be placed in a permanent file and the Category B records will be destroyed.

XX. STUDENT ASSISTANCE PROGRAM (P.A.L.)

P.A.L. is the middle school’s name for the Student Assistant Team comprised of administrators, guidance counselors, the school nurse and classroom teachers. Team members are trained to identify and refer students having school related problems, especially in the high-risk areas of alcohol and other drug use; suicidal intentions and other signs of mental illness. Parents, staff and other students can refer students to the P.A.L. Team. Student support groups are functions of the counseling services and student assessments are handled by an outside county agency as needed.

XXI. CHILD CUSTODY

The central concern of the school district is the education of students. It is the intent of the Greencastle-Antrim School District to remain neutral toward families split by divorce or separation. We will not take sides with one parent against the other where there may be possible conflict over children attending school. If you have a court decree that establishes you as legal guardian/parent, with either physical or legal custody (or both), please provide us a copy of such a document for attachment to your child’s permanent record. We will use this document as a legal basis for working with the guardians/parents having legal or physical custody rights. However, please be aware that it is not the responsibility of the School District to enforce guardian/parental compliance with these custodial agreements (e.g. compliance with custody schedule).

The School District will treat both parents in a child custody situation the same as it would parents of an intact family. Absent a specific court order to the contrary, both parents have equal rights to pick up the child after school or remove the child from school for a doctor’s appointment or similar lawful reason. It is not the School District’s role to review court orders for physical custody, try to determine which parent has physical custody on what day and at what time and to “referee” parental disputes over physical custody. If the parents cannot agree as to who has physical custody rights on a given date or at a given time, the remedy for the parents is to resolve the dispute among themselves or rely upon their attorneys and the Court to find a solution.

Of course, the School District will strictly comply with any Court Order that indicates a parent/guardian has no physical custody rights or no right of unsupervised physical custody, or if there is a protection from abuse order. Any dissatisfaction regarding a guardian/parent’s compliance with the custodial relationship will need to be resolved with attorneys or through the judicial system. Absent a court order to the contrary, both parents have equal rights to access the education records of the child. **The District is not under any legal obligation to provide two sets of all paperwork that is sent home with a child to each parent; it is the parent’s responsibility to share documents with each other.** The District fulfills its obligation by providing one set of paperwork for the child and relying on the parents to cooperate in communicating with one another. Overall, the District strives to work with both parents with respect to the education of their child.

If the status of your custodial arrangement changes, the School District needs to be aware of the change. Please give us a copy of the most up-to-date document as soon as any changes occur.

XXII. STUDENT COUNCIL ORGANIZATION

- A. Greencastle-Antrim Middle School provides for student representation in a student government. Student Council organizes student activities in cooperation with the administration.
- B. Student Council and PTO Activity Rules
 1. It is the responsibility of each middle school student to exhibit good behavior and common sense at our middle school activities.
 2. Only eligible middle school students may attend Student Council activities.
 3. Students who are absent the day of an activity WILL NOT be permitted to attend unless approved by the principal.
 4. Students leaving a dance or activity may not return.
- C. Parents are requested to be at the school promptly to pick up students at the end of a dance or other activity. Students not picked up within 30 minutes after any activity will not attend the next activity.

XXIII. MISCELLANEOUS

- A. Books and Supplies: Textbooks are supplied by the school, but it is the student's responsibility to care for them. Damaged or lost books will be paid for by the student based on the original cost of the book and its condition when issued to the student.
- B. Debts: Students are expected to assume all financial obligations due to loss of books and equipment, library fines, project fees, activities fees, and fund raising moneys. If obligations are not met, students may be subject to detentions or restrictions. After sufficient time and warning, debts may be referred to the local magistrate's office for collection.
- C. Locker Rights and Purpose: All students are provided the lock combination for the safe keeping of personal items. Students should clean and organize their lockers regularly. Since lockers are the property of the school district, school personnel have the right to search lockers if a reasonable cause develops.
- D. School Visitations: ALL VISITORS MUST REPORT TO THE RECEPTION WINDOW UPON ARRIVAL. Parent(s)/guardian(s) are welcome at all times but must report to the reception window.
- E. Solicitation: Students may not sell products without administrative approval.
- F. Video-taping/photography/interviewing: Videotaping, still photography, or interviewing is also used for public relations or keepsake purposes and could include identifying students by name. Parents who do not wish to have their child(ren) videographed, photographed, or interviewed for public relations purposes (newspapers/TV/district website, etc.) must notify the building principal in writing. This notification will then be entered into Power School for tracking purposes.
- G. Girls will be required to rent locks for locker room use from their physical education teacher. The rental fee will be \$6.00. This \$6.00 fee will be returned to the students when the lock is turned in at the end of the year. No outside locks will be permitted for use in the locker room. Locks for the boys are built into the lockers in the boys locker room.
- H. A \$20.00 charge will be assessed on all bounced checks.
- I. All medical notes should be returned to the main office for copying and distribution, when appropriate, to
 - 1. Student attendance file
 - 2. School Nurse
 - 3. Wellness Teacher
 - 4. Athletic Director

XXIV. STUDENT ACCIDENT/DENTAL INSURANCE

- A. Hospital, medical, and dental insurance for students is the responsibility of the parents.
- B. Student insurance is available for accidents which may occur to students in the course of attendance at school or student participation in extracurricular programs of the school. Parents are not obligated to purchase it.
- C. No student shall be permitted to take part in interscholastic athletics or practice for interscholastic athletics unless he/she has insurance covering accidental injury. Such insurance may be made available to the parents through the school, or the parents may submit evidence that such insurance has been provided through another source
- D. The district provides at its expense a basic insurance program covering losses due to injury for participants in interscholastic sports contests or for practices for such contests.
- E. Prior to the beginning of each school year, the Superintendent shall recommend insurance coverage requirements and possible carriers or brokers to the Board for their approval. Insurance coverage shall be available to pupils during summer months if practice for interscholastic sports is conducted.

XXV. LUNCH RULES

- A. Students entering the cafeteria must place books, etc. on the shelves next to the entry doors.
- B. Seats may not be saved. A seat is only reserved when a student is seated with his/her lunch. Students may not change seats or roam to other tables once seated to eat.
- C. All food must be consumed at the table. Students should use good table manners. No open food, beverages or snacks may be taken from the cafeteria. Any food item taken should be stored in the student's locker.
- D. Trays are to be taken to the dishwashing room when the door is opened. Paper, etc. is to be placed in the trash receptacles.
- E. Students must have permission to leave the cafeteria. Passes are available for the lavatories, bookstore and telephone.
- F. Students are responsible for keeping the cafeteria free of litter and keeping their tables clean, both on top and on the floor.
- G. Talking in low tones is acceptable. Students should not be going from table to table to socialize.
- H. Students must be quiet at the end of lunch for announcements and dismissal.

- I. Students must walk to and from the cafeteria as well as within the cafeteria. Students may not “cut” in the cafeteria line.
- J. Students not following the rules may be placed in lunch isolation, removed from the cafeteria or referred to the office.

XXVI. BAND/CHORUS ELECTIVE POLICY

Prior to the first day of school, students may schedule band or chorus. Because band and chorus earn academic credits and are graded courses, any schedule change after the school year begins requires the following process to be followed:

- To ADD band and/or chorus, a student must complete an “Add Form” and receive administrative approval for adding the course.
- To DROP band and/or chorus, a student must complete a “Drop Form” receive administrative approval and may result in a failing grade for the year.

XXVII. INTRAMURAL AND INTERSCHOLASTIC SPORTS

At the middle school, intramurals are offered to all grade levels. Interscholastic sports are offered at the 7th and 8th grade in football, field hockey, basketball, track & field, volleyball, wrestling, cheerleading and cross-country.

ATHLETIC, EXTRA-CURRICULAR & CO-CURRICULAR ELIGIBILITY

A. Student Academic Eligibility Standards:

5. **WEEKLY ELIGIBILITY STANDARDS:** Student CUMULATIVE GRADES are to be checked weekly by coaches, advisors, directors, etc.
 - a. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance the next week of ineligibility. Middle School students receiving an unsatisfactory rating in any two (2) or more major subjects or any three (3) or more subjects will be declared ineligible for competition or performance the next week. A major subject is defined as any course that is scheduled to meet on a daily basis for the entire year.
 - b. The next week of ineligibility is defined as Monday through Sunday of the following week. Students will be permitted to practice during weekly ineligibility.
 - c. Ineligible students are not permitted to attend contests during their week of ineligibility.
6. **MARKING PERIOD ELIGIBILITY STANDARDS:** Student MARKING PERIOD GRADES are to be checked by coaches, advisors, directors, etc. the day grades are issued. Student Marking Period Ineligibility begins the day grades are issued.
 - a. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance. Middle School students receiving an unsatisfactory rating in any two (2) or more major subjects or any three (3) or more subjects will be declared ineligible for competition or performance.
 - b. Students are NOT permitted to practice, perform, or compete during marking period ineligibility except as defined in section “b” under Activity Reinstatement.
 - c. High School semester grades shall be used for the determination of eligibility for the next semester/school year.
 - d. Middle School final grades shall be used for the determination of eligibility for the next school year.
7. **ACTIVITY REINSTATEMENT:** a student may regain his/her eligibility by:
 - a. Students placed on Weekly Ineligibility shall be permitted to begin competing or performing on the Monday following their week of ineligibility, providing students meet weekly eligibility requirements.
 - b. Students placed on Marking Period Ineligibility shall be permitted to begin to practice on the sixth day and perform or compete on the eleventh day providing students meet weekly eligibility requirements
 - c. Students placed on semester (HS)/yearly (MS) ineligibility will be allowed to practice but will not be allowed to compete for 10 school days of the following semester/year.

B. Student Attendance Eligibility Standards

1. Any student who is absent and/or late 5 days in a given season will be reviewed by the Athletic Director or Building Administrator for possible suspension from the team. Athletes must be in school prior to 10:45 a.m. or they may not participate in practice or contest that day. Athletes who leave school due to illness may not return to practice or competition that day
2. Any student placed on a doctor’s note requirement due to a poor attendance pattern will be reviewed for possible removal by the Building Administrator or Athletic Director.

3. Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness

C. Disciplinary Ineligibility

Any student that is a chronic disciplinary problem may be declared ineligible at the discretion of the Building Administrator or Athletic Director with the support of the building Principal.

D. General Rules and Regulations:

1. It is your responsibility to know and abide by the rules and regulations of your particular activity.
2. You represent your school, community and family in the extra/co-curricular domain. You are expected to display proper sportsmanship/showmanship and to be courteous to officials, opponents, team/squad members and spectators.
3. All participants must maintain grade eligibility according to the latest school policy.
4. All participants are subject to the Greencastle-Antrim Code of Conduct rules and regulations.
5. Academic work is primary; team practices and performances/competitions are secondary.
6. All participants are expected to be on time and present on the school day prior to, the day of and the day following all events. Failure to attend a practice/game may result in disciplinary action, which may include dismissal from a team.
7. Students are responsible for the care and timely return of all uniforms and equipment issued by the school district. Students not returning items will be billed at the replacement cost of those items.
8. If you are suspended, you will not be permitted to practice or attend an event during the assigned dates.
9. Any participant using or possessing tobacco (any form) and any drugs including alcoholic beverages, on school property or at any school function will be dismissed from their current activity membership involvement.
10. Any participant involved in inappropriate activities including but not limited to hazing in or out of school, individually or with his/her group or team, may be subject to suspension and/or dismissal from the team.
11. Transportation is furnished by the district. All participants must travel with the team/group unless the participant's parents personally request that their son/daughter travel with them.
12. Group/team participants and assisting personnel are expected to wear dress slacks, skirts, coat or sweater and dress shirts, tie (optional), no jeans, T-shirts, or sweat shirts, etc., to away events where they dress at the visitor's/host school.
13. Any student receiving an unsportsmanlike conduct foul, red card, technical foul, or ejection from a contest due to unsportsmanlike conduct, may be subject to league punishment as well as: First offense may result in a conference with the Athletic Director and possible disciplinary action; second offense may result in an automatic suspension from the team; and third offense may result in a review by the Athletic Director for possible removal from the team.
14. Any participant who is dismissed from a team, squad or group is not permitted to attend any event or performance of that group for the remainder of the season.
15. Each participant is responsible to pay the assessed, non-refundable, activity fee prior to the first day of competition or the student may be ineligible to practice, perform or compete.
16. School-issued uniforms and equipment may only be worn on days of interscholastic contests.
17. Middle School student-athletes, during the time from dismissal until practice begins, must be in athletic study hall. If a practice/contest begins more than 15 minutes after the ending time of athletic study hall, the student-athlete must vacate school grounds. Student-athletes not in conformance with this policy may be suspended from his/her team.
18. If a student does not participate in a wellness class due to a physician's excuse, then the student may not participate in an athletic practice or contest for the duration of the physician's excuse.
19. Practice attire should be no less revealing than the school-issued uniform. In the event of extreme heat conditions, practice attire may be modified as deemed appropriate by the head coach and with the support of the Athletic Director. Please note: undergarments are not appropriate practice attire.

E. Roster Selection Criteria

Participation with a school district sponsored P.I.A.A. athletic program is a privilege. All students planning to participate will be required to have a PIAA comprehensive physical examination completed prior to engaging in any try-outs or practices. Evaluation of potential student-athletes is at the discretion of the coaching staff.

All athletic programs, which implement a try-out and cutting process, are required to utilize a written evaluation rubric for each individual involved. All evaluation rubrics will include an attendance and academic portion within the rating system. The rating system used will be as follows:

School Attendance – Unlawful or unexcused absences and/or tardies

-5 (16+ days) -4 (11-15 days) -2.5 (6-10 days) -1.5 (3-5 days) -0 (0-2 days)

Grade Point Average – based on 4.0 scale

+1 (2.0 - 2.9) +2 (3.1-3.0) +3 (3.4-3.2) +4 (3.7-3.5) +5 (4.0-3.8)

For a fall season program, the preceding semester grades and attendance will be utilized. For winter and spring seasons, the current school year attendance records and GPAs will be used.

P.I.A.A. attendance and academic eligibility requirements will still be adhered to and implemented as needed.

XXVIII. NURSING SERVICES (Board Policy #210)

- A. Medication Policy: A parent/guardian or a responsible adult designated by the parent/guardian should deliver medication to the school. Medications include any physician-prescribed medication, over-the-counter medication, short term medications, vitamins, or herbs. Medication must be in the original container with instructions clearly noted. A Medication Authorization Form signed by health care provider and parent must be completed. This form is found on the school website under parent tab, forms.
- B. All students with an allergy requiring an EpiPen must have an EpiPen and medication authorization form at school for use during field trips. Failure to provide an EpiPen will result in that student not being permitted to participate in the field trip.
- C. Physicals: All 6th graders and 11th graders must have a physical on file in the Nurse’s office. An 11th grade physical is a requirement to graduate. Physicals can be accepted if completed during the previous school year. This form is found on the school website under parent tab, forms.
- D. Screening: Height, weight, and vision screenings are conducted yearly. Hearing screenings are conducted in 7th and 11th grade. Scoliosis screenings are conducted in 6th and 7th grades. Parents are notified of any abnormal findings.
- E. Dental: All 7th graders are required to have a dental exam. This form is found on the school website under parent tab, forms.
- F. Immunizations: A meningococcal vaccine and a Tetanus vaccine are needed before entry to 7th grade. See the school website under health services for further details.
- G. Over the counter medication: Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin), cola syrup, antacid, triple antibiotic ointment, cepacol lozenges/cough drops, hydrocortisone cream, and anti-itch lotion are available to any student who has parental permission via the CareDox or demographic forms. Students must have completed CareDox and demographic forms to be able to attend fields trips.

XXIX. INTERNET POLICY

The following Acceptable Use Policy, is an abridged version of Board Policy #815. The full version of this policy may be found on our District’s website, located at: <http://downloads.gcasd.org/AUP.pdf>

TERMS AND CONDITIONS OF USE

To gain access to district technology and the Internet, all students under the age of 18 must obtain parental permission. District technology and internet is to be used for educational purposes only; to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research and be consistent with the educational objectives of the Greencastle-Antrim School District. Users of other organizations’ network or computing resources through the Internet must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations or board policy is strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

1) PRIVILEGES

The use of District Technology and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, as well as referral to the building principal for other appropriate action. Each student or teacher who is granted Internet access will be part of a discussion with a Greencastle-Antrim staff member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may revoke user privileges at any time as required. The administration, faculty, and staff of the Greencastle-Antrim School District may request the system administrator to deny, revoke, or suspend specific user privileges.

Users may find inappropriate, or controversial content while searching the internet for valuable information. Although GASD makes every effort to monitor and filter this inappropriate content, GASD is not responsible for false information, offensive, or illegal content. All users accessing district technology, specifically the internet, must use a username and password to gain access. Guest users may gain access to the 'Guest Wireless' network, by agreeing to follow Board Policy #815.

2) RESPONSIBILITY OF GASD

GASD is required, by law, to filter inappropriate internet content from students under the age of 18. GASD is responsible for securing access to district technology resources (i.e. use of usernames and passwords, Firewall, Web Filters, virus/malware protection, remote tracking and management software).

In the event of inappropriate behavior or abuse of technology resources, GASD may be legally responsible to alert the appropriate law enforcement authorities.

3) RESPONSIBILITY OF USER

It is the responsibility of the user to conduct him/herself according to existing Board policies, as well as all local, state and federal laws. Technology usage shall not be treated any differently from usage of any district resource, nor shall a different level of social and ethical behavior be expected.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Greencastle-Antrim School District user violates any of these provisions, his or her access will be terminated and future access could possibly be denied, and referral will be made to the building principal for other appropriate action.

4) NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone numbers or those of other students.
- d) Do not use the network/Internet in such a way that you would disrupt the use of the network/Internet by the other users.
- e) All communication and information accessible via the network/Internet should be assumed to be private property.
- f) Do not engage in Bullying/Cyberbullying
- g) Do not attempt to access, download, or distribute obscene or pornographic material.
- h) Do not impersonate another user, as this may be considered identity theft.

5) SECURITY AND HACKING

If you feel you can identify a security problem on the Internet, you must notify a building technician or the Greencastle-Antrim School District Director of Technology, not demonstrate the problem to other users. Do not use another individual's account. Do not share your password with anyone. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. hacking) is prohibited. Any unauthorized attempt to access the Greencastle-

Antrim School District's servers, mainframe, routers, networking equipment, Internet filters, or operating systems either from on campus or off campus will be considered an attempt at hacking and is prohibited. Any use of software or Internet proxy to bypass filtering or desktop security software is strictly prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

6) VANDALISM

Vandalism will result in cancellation of privileges and referral will be made to the building principal for other appropriate action. Vandalism is defined as any malicious attempt to harm or destroy technology hardware, data of another user, school network, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

7) SOCIAL MEDIA

Access to any type of social networking sites such as Facebook, Twitter, Google+ or similar internet entities must be for educational purposes only.

8) PERSONAL TECHNOLOGY DEVICES

Users operating their own technology in school, such as but not limited to mobile phones, tablets, media players and laptops, should do so in a way that does not disrupt the education process or jeopardize the district's security or the efficiency of operations. For the purpose of internet, or network connectivity, all personal equipment that can be connected to the district's technology network must be connected wirelessly to the District's Guest WiFi to ensure the safety and security of the district network. No personal equipment can be physically connected to the District's network e.g. via Ethernet, Serial, or USB.

9) EMAIL

Electronic mail (e-mail), if granted, is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. The use of e-mail service provided by Greencastle-Antrim School District for teachers and students is for educational purposes only. All communications are to be for approved educational purposes only. Using e-mail provided by services other than Greencastle-Antrim School District is strictly prohibited. This includes but is not limited to Hotmail, Yahoo mail, Gmail, Comcast Mail, and other third party mail retrieval services. Personal e-mail accounts are not to be accessed on district devices e.g. computers, tablets, mobile devices.

XXX. McKinney Vento ACT – Education Rights of Homeless Children and Youth

The Greencastle-Antrim School District encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

If you are homeless or know of a child or youth who is homeless and not attending school, please contact Dr. Kendra Trail, Superintendent at (717-597-3226 xt. 50502).

Who is Considered Homeless?

Any child or youth not attending school who is lacking a fixed, regular and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, abandoned in hospitals, awaiting foster care placement, living as migratory children in conditions described in previous examples, living as run-away children, abandoned or forced out of homes by parents or caretakers, or similar settings. If you are not sure, please call.

What are the Education Rights of Homeless Children?

Our schools provide equal access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- ❖ Immediate enrollment in school and, when desired or feasible, at the school of origin.

- ❖ Prompt provision of necessary services such as transportation.
- ❖ Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool, meal programs and the federally funded Title I program.
- ❖ Parent or guardian involvement in school activities.

Parents/Guardians:

Please be aware that the following policies are recommended to be distributed annually to parents and/or students; therefore, access to the following policies are available via the district’s website at www.gcasd.org. Click on “District” tab, then “School Board” then “Policies and Procedures”. If you would like a hard copy of any policy, please contact the school’s main office.

103 – Nondiscrimination in School and Classroom Practices
103.1 – Nondiscrimination – Qualified Students with Disabilities
104 – Nondiscrimination in Employment and Contract Practices
105.1 – Review of Instructional Materials by Parent/Guardians and Students
200 – Enrollment of Students
203 – Immunization and Communicable Diseases
204 - Attendance
209 – Health Examinations/Screenings
209.1 – Food Allergy Management
209.2 – Diabetes Management
210 - Medications
210.1 – Possession/Use of Asthma Inhalers/Epinephrine auto-injectors
218 – Student Discipline
218.1 - Weapons
222 - Tobacco
226 - Searches
235 - Students Rights and Responsibilities
235.1 – Surveys
237 – Electronic Devices
246 – Student Wellness
247 – Hazing
248 – Unlawful Harassment
249 – Bullying/Cyberbullying
250 - Student Recruitment (applicable to HS only)
705 - Safety
716 – Integrated Pest Management
806 – Child Abuse
808 – Food Services
810.2 - Transportation – Video/Audio Recording
819 – Suicide Awareness, Prevention and Response
823 Naloxone
904 – Public Attendance at School Events
906 – Public Complaints
918 - Title I Parental Involvement

Doctor/Dentist/ Professional Excused Absence

_____ (School Name)

_____ (Provider Name)

This is to confirm that _____ was absent from school on _____
(Child's Name) (Dates)

from _____ a.m./p.m. to _____ a.m./p.m. for medical/dental/professional reasons.

This child appeared for an appointment in this office on _____
(Date)

This child is permitted to return to school on _____
(Date)

Limitations/Remarks: _____

Signature: _____ Date: _____
(Medical Provider/Dentist/Professional)

Warning: Adding to, deleting from, or altering this form in any way after it is signed by the medical provider/dentist/professional is illegal and may result in prosecution.

Original to Child

Copy to School

Copy to Provider