

**GREENCASTLE-ANTRIM  
HIGH SCHOOL**

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

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## INTRODUCTION

**All School Board policies referenced in this document are available on the School District's website, [www.gcasd.org](http://www.gcasd.org).**

In an attempt to define the expectations held for our students, a committee of teachers, administrators, school board members, parents and students has prepared a document entitled "the Code of Conduct." The purpose of the Greencastle-Antrim High School Code of Conduct is designed to create a safe environment where students are provided learning opportunities. Students in the Greencastle-Antrim High School are expected to maintain a high level of respectful behavior. All parents and students must read the Code of Conduct at the beginning of each school year. You and your child should familiarize yourselves with this policy, as it will be enforced immediately. A listing of students' rights and responsibilities shall be included in the Code of Conduct, which shall be distributed annually to students and parents. {Policy #235} 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.

## NON-DISCRIMINATION POLICY

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, contact the Superintendent's Office at (717) 597-3226. For information regarding services, activities and facilities that are accessible and usable by handicapped persons, please also contact the Superintendent's Office. {Policy #103}

## **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.

### **ENFORCEMENT PERIOD**

The rules, regulations and procedures for the Greencastle-Antrim High School found on the following pages are in effect:

- On school grounds immediately before, during, and after school
- At all times on the school grounds for any other activity whether sponsored by the school or not
- Off the school grounds at any school activity, function or event
- While on the way to or from school, a school activity or event
- While in a school bus or school vehicle and at bus stops

At all times should the action violate a local, state or federal law and the actions have a negative effect on the school population.

## **OLWEUS BULLYING PREVENTION PROGRAM**

The Greencastle-Antrim High School has implemented the Olweus Bullying Prevention Program in attempt to stop bullying and harassment in our school. As part of the Olweus Bullying Prevention Program we will adhere to the following rules:

1. We will not bully/harass others.
2. We will help students who are bullied/harassed.
3. We will include students who are left out.
4. If we know that somebody is being bullied/harassed, we will tell an adult at school and an adult at home.

## **DRESS CODE POLICY**

The Board of School Directors has dictated that dress standards be defined and strictly enforced. The District respects the right of students to express themselves in word or symbol. The District also recognizes that such right is not absolute and must be limited by the District's responsibility to maintain an orderly school environment. Students are asked to dress in an appropriate manner using the items listed below as a minimum guide. The interpretation of appropriate school attire and subsequent discipline decisions regarding dress rests with the faculty and administration. Their decision is final.

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 the 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.
4. Clothes with holes above the knee must have a garment underneath, or a patch overtop, 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), heelies, 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 or statements or pictures that libel any specific person or persons. Contains obscene, lewd, vulgar or profane images, language, or innuendo; expresses a serious and unequivocal intent to cause harm; incites violence or mayhem, advocates 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. The necklines of garments must be modest and no cleavage shall be showing.
10. Undergarments should not be visible.
11. All special classroom or building celebrations requiring a change in dress standards will be approved by the building administration prior to the event.
12. Corrective action will include:
  - a. Student violators will not be permitted to attend class and will receive a documented warning. Students may be asked to change their clothing before returning to class.
  - b. Any additional offenses may result in suspension because of the student's repeated failure to comply with the district's dress standards (insubordination).

*Note:* Student violators will not be permitted to attend classes. Offenders who fail to comply with directives may face suspension due to insubordination and/or failure to comply with the district's dress standards.

## **ELECTRONIC DEVICE POLICY**

- Electronic equipment: cell phone, PSP, iPad, iPod, MP3 player, camera, personal computer, scanner and any other electronic device are to be turned off and placed out of sight from 7:30 AM to 2:30 PM. (Permission to use any electronic equipment can only be given by a teacher or administrator.) {Policy #237}
  1. **First (1) offense**—confiscation of the device and one day of in-school suspension (unauthorized device may be picked-up in Student Services office at the end of the day)

2. **Two or more (2+) offenses**—confiscation of the device and a minimum of 3 days of in-school suspension (unauthorized device will be returned to a parent or guardian only)

The School Board prohibits the use of electronic devices to take photographs or to record audio or video at any time during the school day or 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. Electronic devices shall include 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 radio or video; personal digital assistants (PDA's); any devices that can provide a connection to the internet via wired or wireless connectivity; laptops and tablets computers, electronic gaming systems, e-readers and laser pointers.

## **DRIVING, TRAFFIC & PARKING REGULATIONS**

School officials urge parents to discourage students driving to school. Riding the school buses reduces traffic on campus at the start and end of the school day. School parking regulations must be respected by those who find driving necessary; failure to comply will result in the immediate withdrawal of driving and parking privileges. Students are not permitted to have vehicles on school property without proper registration and pre-approval. Student parking permits may be obtained from the Driver Education Department. Driving and parking on school property are not absolute rights, but privileges that will be revoked if abused. Rules and regulations have been adopted by the Greencastle-Antrim School District in cooperation with the Greencastle Borough Council and the Greencastle Police Department. The established rules and regulations are designed to provide for the maximum safety and well being of all persons of the community and students assigned to attend these schools.

- Students must have a valid, school-issued parking permit.
- Students must obtain an application and are expected to adhere to the parking regulations indicated on the application.
- All drivers must obey posted traffic patterns and speed limit signs.

NOTE: Offenses may result in a warning, suspension or revocation of driving privileges and/or referral for administrative action.

## EXAMPLES OF OFFENSES

Provided below are **EXAMPLES of MINOR OFFENSES:**

- failure to return school property/forms
- use of another student's planner
- tardy to class
- being in the hallway without a pass
- walkers or drivers leaving at the bus bell
- excessive noise in the hallways
- running or horseplay in the halls
- littering
- open food or beverages; or, consumption beyond the cafeteria (only plain water in a clear plastic container, with lid, is allowed in classrooms).
- inappropriate social behavior
- other behaviors that may interfere with the normal operation of any school activity

Provided below are **EXAMPLES OF SERIOUS OFFENSES:**

(Any of these offenses could possibly result in suspension)

- repeated minor offenses
- insubordination
- forgery
- 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 students' work with or without consent, using written answers prepared before a test, sharing test answers with another student, or changing answers on work being corrected without the teacher's permission.
- lying/dishonesty
- contract violations
- incomplete grades (I) on report card – Students must complete all missing work within the first three weeks of the next marking period or the student will earn an "F" for that marking period.
- cutting class or leaving property
- posting of unapproved materials
- computer/internet violation
- playing cards

- throwing objects
- vandalism
- water balloons/water guns
- possession of laser pens
- other unsafe behaviors
- open displays of affection
- obscenities and/or obscene gestures directed to other students (use of indirect or direct obscene language or gestures may result in a disorderly conduct citation)
- students shall avoid inaccuracies and indecent or obscene language in student newspapers, yearbooks, publications, television, public broadcast announcements, class assignments or other medium
- bullying: A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.
- direct bullying: When somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.
- 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

*Note:* All incidents of bullying will be considered a suspendable offense and result in a referral being made to the School Counselor and/or the Student Assistance Program.

- other behaviors that disrupt the educational process and requires the intervention of an administrator

Provided below are examples of **MOST SERIOUS OFFENSES:**  
(Any of these offenses will result in suspension and possible administrative/board hearing)

- theft
- fighting will result in a minimum 3-day suspension for the 1<sup>st</sup> offense; Police contact will be made in cases involving personal injury, or property damage or when a student fails to cease and desist when instructed.
- Possession, use, transferring, intending to transfer, soliciting, or intending to solicit tobacco products, including electronic cigarettes or any nicotine and nicotine delivery products will result in the processing of a citation through the District Magistrate's Office. In addition, the 1<sup>st</sup> offense is a 3 day suspension. The second offense results in a 5 day suspension and possible recommendation for expulsion. {Policy #222}
- intimidation
- obscenities/profanity directed at faculty/staff
- gambling
- immorality/immoral behavior
- possession of pornographic materials
- arson
- vandalism
- extortion
- blackmail
- indecent exposure
- obstruction of justice
- harassment: consists of verbal, written, graphic or physical conduct relating to an individual's race, color, ethnicity, or nationality
- hazing as defined as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. If the potential to endanger is present, it does not matter whether the participant is willing or not.
- sexual harassment: Consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- a) Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- b) Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- c) Such conduct deprives a student of educational aid, benefits, services or treatment.
- d) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. {Policy #248}
- 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. {Policy #220}
- indecent assault is defined as touching any intimate area of another person without consent or by force
- weapons (possession, transfer, intent to transfer or intent to solicit) 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; 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 on any school property, school activity or conveyance used to transport children to school activities. {Policy #218.1} In addition, referral will be made to the Superintendent, the local law enforcement agency, and the Student Assistance Team.
- drugs shall mean: controlled substances; any volatile solvents or inhalants, such as, but not limited to, glue, and aerosol propellants; all dangerous controlled substances prohibited by law; all look-alike drugs; all alcoholic beverages; anabolic steroids; any drug paraphernalia; and any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board Policy #227 (possession, use, consumption prior to appearance at school or a school-related function, transfer or intent to transfer) will result in an immediate 10 day out-of-school suspension, informal hearing, referral to the Board of School

Directors with a recommendation for an expulsion, referral to the local law enforcement agency, and referral to the Student Assistance Team and will require the student under parent supervision to obtain psychological counseling from an outside professional agency with written confirmation of such contact being submitted to the administration at a prescribed time.

*NOTE:* Students voluntarily seeking help related to drugs when not under the immediate influence or in possession of paraphernalia or substances will not be subject to punishment but will be provided with all appropriate help that can be accessed by the district.

- threats toward faculty, staff or other students will result in an immediate 10 day out-of-school suspension (unless precluded by law under IDEA – if an IEP exists, the student shall be suspended until a manifestation evaluation can be completed and as necessary a MDT convene), informal hearing, notification of the Superintendent of Schools, referral to the local law enforcement, and it may be required that the student obtain a psychological evaluation with written confirmation of the evaluation results released to school officials, and notification (with picture identification of the student) given to the facility manager
- other behaviors that may seriously threaten the health, safety, and welfare of others requiring administrative action

## **TRANSPORTATION**

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 transportation department, building administrators, Superintendent, business manager, and bus contractor. Improper bus behavior jeopardizes the safety of all passengers and drivers.

## STANDARDS OF CONDUCT FOR BUS RIDERS

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. The school bus is an extension of the classroom and the driver has the authority of a teacher in the classroom. Students must obey all rules of conduct in the interests of common courtesy and safety.

1. Follow instructions the first time they are given.
2. Sit down in your assigned seat and face the front of the bus.
3. Talk quietly.
4. Listen to your bus driver.
5. Do not eat or drink on the bus and no chewing gum.
6. The use of all sprays/fragrances (perfume, body spray, hand sanitizer, lotions, and air fresheners) is prohibited on the school bus. These items must be kept in the book bag.
7. Keep all parts of your body – and all objects – inside the bus windows and out of the aisle.
8. No swearing, loud talking, rude gestures or teasing.
9. No pushing or fighting.
10. Do not litter, write on, or damage the bus in any way.
11. No drugs, tobacco, alcohol, or weapons are permitted on the bus.
12. No live animals, fish, large objects or glass are permitted.
13. Any type of electronic devices, laser pointers, toys, balloons, balls, bats, etc. must 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(s) and take it to the school office. Electronic devices shall include 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 radio 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. If there is a second offense, the item(s) will not be allowed back on the bus.
14. Do not distract the driver through misbehavior in any way.
15. Do not throw objects on the bus.

16. At the bus stop—no horseplay. Wait until the bus is fully stopped to enter or exit the bus. 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.
17. Pass in front, 10 feet away from the bus, to remain visible to the driver at all times.
18. Never stop to pick up dropped items while crossing in front of the bus.
19. Be at the bus stop five minutes earlier than your scheduled time.

### **TRANSPORTATION DISCIPLINE**

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.

**SEVERE CLAUSE:** Severe clause is an action that will occur immediately if the incident is serious and jeopardizes the safety of the passengers.

1. Stop bus and refuse to continue until disruption ends.
2. Call Transportation Department, who will notify building administrator.
3. Bring bus back to school—may remove student from bus.

## TRANSPORTATION POLICY

**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.

**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 situation

If 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.

**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.

### **CAFETERIA RULES**

1. Students must get to the cafeteria on time. Arriving late is same as being late to class.
2. Cafeteria and snack bar food will be permitted only in the eating area of the cafeteria.
3. Restrooms by the snack bar are available by getting a key from the monitor.
4. The cafeteria monitors will not issue passes. Students may not leave the cafeteria unless a pass has previously been obtained from a teacher.
5. No standing in the hallway outside the snack bar bathrooms. No standing or sitting on the steps. No standing in the gym hallway or the hallway going to the band room.
6. Moving ahead of other students in line and/or saving spots for other students is prohibited.

## 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 the property of the 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. Student lockers may be searched randomly without the individual student present. Students should not expect privacy regarding items placed in school lockers due to random, periodic or sweeping searches by school officials. In addition, students, their clothing, book bags, vehicles 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, District policy, or school rules/regulations, or that constitutes a threat to the health, safety or welfare of the school community. The school authorities may search and seize for any illegal materials. Such materials may be used as evidence against the student in any disciplinary proceeding at school. Students will be notified and given the opportunity to be present during searches unless school authorities determine that these are exigent circumstances which could pose a threat to the health, welfare or safety of the school community. 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 adapted are reasonably related to the objectives of the search and are not excessively intrusive in light of age and gender of the student and the nature of the suspected infraction. When a student refuses to submit to a reasonable cause search as outlined in this policy, he/she shall be immediately suspended from school and referred to the Superintendent's Office for further action. Upon completion of a search, students not found to be in possession of any unacceptable materials will be promptly excused and no further action will be taken. A report of the incident will 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. {Policy #226}

*Please note: examples of violations are not limited to those listed*

## DISCIPLINARY ACTIONS USED

In addition to the Student Code of Conduct, teachers may establish and enforce classroom rules. Specific rules exist for the in-school suspension room, detention, library, cafeteria, study halls and the parking lot (traffic and parking regulations). These expectations are communicated to the students. Failure to comply with these rules may result in disciplinary action. All students are guaranteed due process under the Constitution of the United States. 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. {Policy #218}

Disciplinary actions include:

1. Verbal Warning or Reprimand
2. Lunch Isolation – a student will not be permitted to eat lunch in the cafeteria for an assigned period of time
3. Detention - a student may be required to remain after the conclusion of the normal school day for a teacher detention. Students must be on time. Detention begins at 2:30. No students will be permitted to complete work during this detention time but will be required to sit quietly at a desk. Students will be permitted to serve their detention with a teacher should they bring a pass from the teacher to the detention monitor. It is the responsibility of the student to arrange his/her own transportation home. Students are expected to serve on the date assigned. A minimum of 24 hours notice will be given to the student. If a student is absent on the day the detention is to be served, the student must serve the detention on the next scheduled day of detention.
4. Administrative Detention - a student may be required to remain after the conclusion of the normal school day for an administrator until 4:00 p.m. It is the responsibility of the student to arrange his/her own transportation home.
5. Parent Contact/Conference
6. Removal of School Privileges (examples: Hallway Restriction, Computer/Internet, or Loss of Parking Privileges)
- A. Suspensions** - are assigned by an administrator. The parents will be notified in writing when a student is suspended. Suspended students may not participate in any school activities during the term of their suspension. In addition, during a suspension, students are not allowed to move throughout the building without prior administrative approval. Time missed must be made up.

*Please note:* any student who has been suspended more than three (3) times or who has received more than ten (10) days of suspension may be placed on disciplinary probation.

1. In-School Suspension - 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.
2. In-Office Suspension - is the removal of the student from the classroom for a designated period of time. The student will spend normal school time in a designated area under the supervision and direction of a school administrator. Daily class assignments will be provided by the student's instructors.
3. Out-of-School Suspension - is the removal of the student from school for a designated period of time. The student will take textbooks home and have lessons provided by the student's instructors to be picked up at school at a designated time. Students on OSS are not permitted to be on school property during the dates of suspension without prior administrative authorization. Failure to comply with this notice could be considered trespassing. Absences due to Out-of-School Suspension will be recorded as days of excused absence on the student's records. In addition, these days are tabulated as part of the student's total days of absence.
4. Restricted Out-of-School Suspension - is the removal of the student from school for a designated period of time. The student will be marked absent for days missed due to OSS. In addition, *it will be the student's responsibility to gather and make up all class work missed during the dates of his/her suspension.* Students are not permitted to be on school property during the dates of suspension without prior administrative authorization. Failure to comply with this notice could be considered trespassing.
5. Reasonable Force—may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.
6. Social Exclusion/Probation - a student may be excluded from all extra-curricular activities for a designated period of time.
7. Expulsion - usually follows or occurs during a suspension. In very serious circumstances, the principal issuing the suspension will refer the matter to the Superintendent or Board of School

Directors, so it may be determined whether exclusion from school for a period in excess of ten days or permanent expulsion is appropriate. In the event that the Superintendent or Board of School Directors can not hold a hearing within ten days of the offense, the student shall be placed in school, pending the expulsion hearing, except if it is determined after 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 which 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.

8. Disciplinary Probation - may result in the following: 1) immediate referral to the Superintendent of Schools, 2) parent conference, 3) ten (10) day restricted OSS, 4) social exclusion and 5) possible referral to the student relations committee of the Board of School Directors.
9. Disciplinary Contract - is a statement of expectations and consequences unique to the particular student to facilitate the earning of his/her high school diploma.
10. Alternative Educational Programs - placement in an alternative educational program can result from a very serious infraction of school rules or from the repeated violation of school policies or rules; i.e.: Alternative Education, Alternative High School, etc.
11. Citations - may be given for either "serious," "most serious," or accumulated violations of the Student Code of Conduct.
12. Community Service - students will be required to complete work details around school facilities and on school grounds equal to the damage or neglect.

## ATTENDANCE POLICY

- In an effort to continue communication between school and home, parents will receive a notification of their child's absence that day and a reminder to send in an absence note upon his/her return.  
{Policy #204}
- Explanation of absences or tardies:
  - A student who does not attend school will be considered absent.
  - Arrival after 7:30 and before 10:45 will be considered tardy.
  - Arrival between 10:45-12:45 will be considered a ½ day absence.
  - Arrival after 12:45 will be considered a full day absence.
  - Leaving early between 7:30-10:44 will be considered an all day absence.
  - Leaving between 10:45-12:45 will be considered a ½ day absence.
  - Leaving after 12:45 will not be considered an absence.
- After an absence or being late to school, students must submit a proper excuse signed by a parent or legal guardian within three (3) school days after returning to school.
- The note must include the student's proper name, date of absence/tardy, acceptable reason for absence/tardy, and signature of parent or legal guardian or doctor. A note signed by anyone other than parent or legal guardian or doctor will not be accepted.
- Acceptable reasons for absences/tardies include illness, quarantine, family emergency, death in the family, pre-arranged doctor's visit, impassable roads, or mandated court appearance.
- In the case of an appointment, the note must include the parent's/legal guardian's signature, the scheduled time of appointment and professional office. Students excused for an appointment must submit a card/note from the professional office upon returning to school.
- Please refer to page 37 for a copy of the Doctor's excuse form being used by Franklin County Doctors.
- In the matter of extended trips/tours, an "Educational Trip" request form must be submitted for approval five (5) days in advance of the absence, if not the missed days will be coded as unlawful/unexcused. Students may request work two days prior to leaving for their trip. Educational trip days should not exceed ten (10) days per school year, per state compulsory school law.
- Students shall complete all necessary arrangements for making up work when absent from school the first class period upon return.

- Homework and tests assigned or announced prior to the student’s dates of absence may be required of the student on the first day the student returns to school.
- If an excuse is not submitted to the Attendance Office within the three-day limit, the absence/tardy becomes unlawful/unexcused.
- Any excuse that is forged or altered by the student or parent will be considered unexcused/unlawful and will result in further disciplinary action.
- Unexcused/Unlawful Tardies, accumulated per semester, will result in:
  - 1<sup>st</sup> = documented warning and first “free of punishment”
  - 2<sup>nd</sup> = documented warning and second “free of punishment”
  - 3<sup>rd</sup> = documented warning and conference with student
  - 4<sup>th</sup> = lunch isolation and conference with student and parent
  - 5<sup>th</sup> or more = in-school suspension and/or loss of parking privileges on school property

### **Consequences for Unlawful Absences**

<b># of Unlawful Absences</b>	<b>Consequences</b>
1 - 5	Loss of credit for missed work. Possible in-school suspension. Parent/Guardian contacted and Student Attendance Improvement Plan initiated.
6 or more	Loss of credit for missed work and in-school suspension assigned. Possible referral to the Student Assistance Program. Parent/Guardian sent a notice stating that a citation will be processed with the District Magistrate for additional unlawful absences. Possible referral to the Franklin County Truancy Prevention Program and/or Children and Youth Services of Franklin County. Parent/Guardian will receive notice of any changes to the Student Attendance Improvement Plan.

- The school should be notified when a student will be absent for an extended period of time or if there is an existing medical condition requiring an unusual absence pattern.
- Any student who has a 10% absence/tardy rate will be sent a “Letter of Concern”. Should that student advance to more than a 15% absence/tardy 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.

<b>Absences and/or Tardies from school</b>	<b>Consequences</b>
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 Franklin County Truancy Prevention Program and/or Children and Youth Services of Franklin County.

*A student age 17 or older must meet the same attendance standards as specified for those under 17. Failure to comply could result in the student being dropped from the rolls for non-attendance.*

## **ATHLETIC, EXTRA-CURRICULAR & CO-CURRICULAR ELIGIBILITY**

Student Academic Eligibility Standards:

- **WEEKLY ELIGIBILITY STANDARDS:** Student CUMULATIVE GRADES are to be checked weekly by coaches, advisors, directors, etc.
  1. High School students receiving an unsatisfactory rating in more than one subject will be declared ineligible for competition or performance the next week of participation.
  2. The next week of ineligibility is defined as Monday through Sunday of the following week. Students will be permitted to practice during weekly ineligibility.
  3. Should students attend any contest or performance, they must be under the supervision of their coach, advisor, director, etc.
- **MARKING PERIOD ELIGIBILITY STANDARDS:** Student MARKING PERIOD GRADES are to be checked by coaches, advisors, directors, etc. the day grades are issued.
  1. 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.
  2. Students are NOT permitted to practice, perform, or compete during marking period ineligibility except as defined in section “b” under Activity Reinstatement.
  3. Ineligible students are not permitted to attend contests during their week of ineligibility.
  4. High School semester grades shall be used for the determination of eligibility for the next semester/school year.
  5. Middle School final grades shall be used for the determination of eligibility for the next school year.

**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 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.

#### Student Attendance Eligibility Standards

- 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 am 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.
- 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 excuse.
- Any student placed on a doctor's note requirement due to a poor attendance pattern may be reviewed for possible removal by the Building Administrator or Athletic Director.
- Attendance exceptions may be made by the Building Administrator or Athletic Director due to injury or illness.

#### 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.

#### 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 Student Handbook 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 in or out of school, individually or with his/her group team, may be subject to suspension or dismissal from the team.
11. Transportation is furnished by the district. All participants must travel with the team/group team 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 will 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. 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.
18. 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.
19. All members of the athletic department and student-athletes will adhere to the Greencastle-Antrim School District's hazing policy.

#### 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 P.I.A.A. 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 proceeding 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.

## **STUDENT INFORMATION**

Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy. The dissemination of pupil records and information relative to pupil records shall be governed by the minimum requirements of the Family Educational Rights and Privacy Act of 1974. No student shall be required as a part of any applicable program to submit to a survey, analysis, or evaluation that reveals information concerning: political affiliation; mental and psychological problems potentially embarrassing to the student or his/her family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or income; without the prior written consent of the parent for those students under age 18. Such survey may be conducted on a wholly voluntary basis, provided that the student and his/her parents have been notified of their rights and of their right to inspect all materials related to the above. {Policy #235}

## NURSING SERVICES

- Medication Policy: A parent/guardian or a responsible adult designated by the parent/guardian should deliver all such 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 and a **Medication Authorization Form signed by physician and parent must be completed.** This form is found on the school website under health services. {Policy #210}

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 is available to any student who has parental permission via the caredox or demographic form.

- Students must have completed CareDox and demographic forms to be able to attend field trips.
- **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.**
- Physicals: All 11<sup>th</sup> graders must have a physical on file in the nurse's office. **A 11<sup>th</sup> 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 health services.
- Screenings: Height, weight, and vision screenings are conducted yearly. Hearing screenings are conducted in 11<sup>th</sup> grade. Scoliosis Parents are notified of any abnormal findings.  
**Immunizations: All students must meet the immunization requirements as established by the state. See the school website under health services for details.**  
**Please note: A second Meningococcal vaccine is needed before entry to 12th grade**

## 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.

### **ACCESS TO STUDENT RECRUITING INFORMATION**

All local education agencies (GAHS) by law must provide to military recruiters upon request the same access to secondary school student directory information as is generally provided to post secondary educational institutions and prospective employers of those students. This information is provided annually by GAHS to military recruiters.

It is a parent's or student's right to request that this information not be disclosed without prior written consent. The type of information disclosed is generally not considered harmful or an invasion of privacy and includes such items as names, addresses, and telephone numbers.

Because this information is generally released within the first month of a new school year, a parent or student should submit their written request for exclusion by no later than September 8th of each new school year stating exactly who should not have access to the requested information. Requests for exclusion should be directed to the Career Planning Center at Greencastle-Antrim High School. Additional information at the high school can be obtained by calling 717-597-3226 (Ext.#10503).

### **VIDEO-TAPING/STILL PHOTOGRAPHY/INTERVIEWING**

Videotaping, still photography, and interviewing of your child may occur in the Greencastle-Antrim High School. Video-taping of teachers and the classroom is an effective method to help improve the instructional process. Video-taping, still photography, and interviewing is also used for public relations and 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.

## **GASD EDUCATIONAL RESOURCES AND SERVICES**

### **GASD DISTRICT SCREENING PROCESS**

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 K and at teacher request. Level III at the high 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 forwarded to the Special Education Office for review. 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.

### **SPECIAL EDUCATION**

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.

- A. GASD 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.

## **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. Please refer to School Board Policy #113 on the district's website, [www.gcasd.org](http://www.gcasd.org).

## **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. Please refer to School Board Policy #113 on the district's website, [www.gcasd.org](http://www.gcasd.org).

## **LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM (LIEP)**

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

### **CONFIDENTIALITY AND RECORDS**

The GASD is required to protect the confidentiality of any personally identifiable information that is collected and maintained for its students. Personally identifiable student information may only be disclosed in accordance with the provisions of the Family Educational Rights and Privacy Act (“FERPA”). A parent or student eighteen years of age can review the student’s file and challenge the validity of any record or report, or challenge maintenance of any information in the file.

### **PARENTS’ RIGHT TO KNOW**

The No Child Left Behind Act of 2001 (NCLB) provides 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.

The information is available on our district’s website, [www.gcasd.org](http://www.gcasd.org). If you do not have access to the Internet please contact the school office and the qualifications will be provided to you.

## **INTERNET ACCEPTABLE USE POLICY**

The following Acceptable Use Policy, is an abridged version of GASD 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 GASD 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.

## MISCELLANEOUS INFORMATION

1. A fee will be charged on all returned checks.
2. 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

## CONCLUDING THOUGHT

The Purpose of this document is to provide the necessary standards to create and provide opportunities for students, in an atmosphere of respect, to become lifelong learners and productive citizens.

### **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](http://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
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
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