



SHIPPENSBURG AREA SCHOOL DISTRICT ELEMENTARY SCHOOLS

2022-2023 STUDENT HANDBOOK

G. B. Luhrs University Elementary School

James Burd Elementary School

Nancy Grayson Elementary School

Shippensburg Area Intermediate School

Board Approved: July 11, 2022

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SHIPPENSBURG AREA SCHOOL DISTRICT 2022-2023

WELCOME

We welcome our students back for the 2022-2023 school year and hope this will be your most prosperous year. Our school is extremely proud of our teachers and the programs offered. Starting the year with a good attitude, an open mind, and enthusiasm will help you to be a success this school year.

This handbook is to give school district students and their parents/guardians information to develop an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These Board policy changes will generally supersede the provisions in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to the community.

We want your child's school experience to be a profitable and joyful one. Our teachers will do everything possible to make school meaningful and worthwhile. We know that the teachers alone cannot do this. Your cooperation is important to the successful educational growth and development of your son or daughter. We hope this handbook will be helpful in developing this cooperation.

The Administration of the Shippensburg Area School District

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The Shippensburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender identity, pregnancy, sexual orientation, parental status, ancestry, national origin, marital status, veteran status, political affiliation, or handicap/disability in activities, programs or employment practices as required by Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Age Discrimination Act of 1975, and all other applicable state and federal laws.

For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Mrs. Nicole Weber, Director of Human Resources and Title IX Coordinator, at the District Office of Human Resources at 317 North Morris Street, Shippensburg, PA 17257 or at (717) 530-2700; or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201; or to the U.S. Equal Employment Opportunity Commission, (800) 669-4000 (toll-free) or (800) 669-6820 (toll-free TTY number for individuals with hearing impairments).

**Shippensburg Area School District**  
**317 N. Morris Street, Shippensburg, PA 17257**  
**717.530.2700**  
**www.shipk12.org**  
**@ShippensburgASD**

**BOARD OF SCHOOL DIRECTORS**

Mr. Mark Buterbaugh, President  
Mr. Charles Suders, Vice President  
Mr. Jim Bard  
Mrs. Steph Eberly  
Mr. Dwayne Burt  
Dr. Nathan Goates  
Mr. Levi Cressler  
Mr. Fred Scott

The Board of Education meets in regular sessions on the fourth Monday of each month, except for December, beginning at 7:00 pm in the Shippensburg Area Senior High School Auditorium. In addition, the Board will meet publicly the second Monday of each month, except December and July, for the primary purpose of planning. Other special sessions may be called when necessary and will be announced publicly.

**DISTRICT ADMINISTRATION**

Dr. Alan Moyer, Interim Superintendent of Schools  
Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment  
Mrs. Lauren Zima-Engro, Supervisor of Special Education  
Mrs. Bethany Bridges, Assistant Supervisor of Special Education  
Mrs. Nicole Weber, Human Resources Director  
Mrs. Cristy Lentz, Business Administrator  
Mr. Chad Kreitz, Director of Operations & Maintenance  
Dr. Troy Stevens, Technology Coordinator  
Miss Sarah Fanus, Athletics Director  
T/B/A Transportation Director

**MISSION STATEMENT**

Our mission is to empower all learners to define their talents, exercise effective collaboration and communication, and refine their critical thinking skills to succeed. (Pending Board Approval)

**VISION STATEMENT**

Together we develop well-rounded, collaborative, critical thinkers. (Pending Board Approval)

**SHARED VALUES**

Our learning community believes that education is a shared responsibility of students, families, schools, businesses, and community members. We will prepare our students to be future ready through the pursuit of academic and personal excellence while fostering:

- Respect
  - Integrity
  - Social and emotional development
  - Communication
- (Pending Board Approval)

# Shippensburg Area School District Calendar 2022-2023

Teachers and Students      Board Approved: February 28, 2022

| AUGUST 2022 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 1           | 2  | 3  | 4  | 5  |
| 8           | 9  | 10 | 11 | 12 |
| 15          | 16 | 17 | 18 | 19 |
| 22          | 23 | 24 | 25 | 26 |
| 29          | 30 | 31 |    |    |

5/Student Days/5  
7/Teacher Days/7

| DECEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    | 1  | 2  |
| 5             | 6  | 7  | 8  | 9  |
| 12            | 13 | 14 | 15 | 16 |
| 19            | 20 | 21 | 22 | 23 |
| 26            | 27 | 28 | 29 | 30 |

16/Student Days/78  
16/Teacher Days/83

| APRIL 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    |    | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |

18/Student Days/156  
18/Teacher Days/162

| SEPTEMBER 2022 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

20/Student Days/25  
21/Teacher Days/28

| JANUARY 2023 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 1            | 2  | 3  | 4  | 5  |
| 9            | 10 | 11 | 12 | 13 |
| 16           | 17 | 18 | 19 | 20 |
| 23           | 24 | 25 | 26 | 27 |
| 30           | 31 |    |    |    |

19/Student Days/97  
20/Teacher Days/103

| MAY 2023 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 1        | 2  | 3  | 4  | 5  |
| 8        | 9  | 10 | 11 | 12 |
| 15       | 16 | 17 | 18 | 19 |
| 22       | 23 | 24 | 25 | 26 |
| 29       | 30 | 31 |    |    |

22/Student Days/178  
22/Teacher Days/184

| OCTOBER 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

21/Student Days/46  
21/Teacher Days/49

| FEBRUARY 2023 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |

19/Student Days/116  
19/Teacher Days/122

| June 2023 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | ☺  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

2/Student Days/180  
2/Teacher Days/186

| NOVEMBER 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 |    |    |














16/Student Days/62  
18/Teacher Days/67

| MARCH 2023 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 | 31 |

22/Student Days/138  
22/Teacher Days/144

**Last Day of School!\***  
Student Early Dismissal  
~ Secondary at 10:20 a.m.  
~ Elementary at 11:00 a.m.

*\*Tentative to change*  
**Enjoy your summer!**

|                                                                                     |                                              |                                                                                     |                                                                            |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | New Teacher Orientation                      |  | Two Hour Early Dismissal K-12-Act 80 Staff Development                     | <p><b>*Three make-up days will be used first. Any additional days will be Flexible Instruction Days (up to five). Any additional days, if needed, will be added to the end of the school year</b></p> |
|  | First Day of School                          |  | Full Day-Act 80 Staff Development                                          |                                                                                                                                                                                                       |
|  | Staff Development/Students Not in Attendance |  | Start of 2 <sup>nd</sup> and 4 <sup>th</sup> marking periods (Grades 4-12) |                                                                                                                                                                                                       |
|  | Teachers & Students Not in Attendance        |  | Start of trimester (Grades K-3)                                            |                                                                                                                                                                                                       |
|  | Holiday – District Closed                    |  | Start of 2 <sup>nd</sup> Semester                                          |                                                                                                                                                                                                       |
|  | Make-Up Day                                  |  | Last Day of School                                                         |                                                                                                                                                                                                       |
|  | Two Hour Early Dismissal                     |                                                                                     |                                                                            |                                                                                                                                                                                                       |



# Shippensburg Area School District Calendar 2022-2023

## Teachers and Students      Board Approved: February 28, 2022

### Important Dates

|                                                                  |                   |
|------------------------------------------------------------------|-------------------|
| School year begins for students.....                             | August 25, 2022   |
| Start of second marking period (4-12).....                       | November 1, 2022  |
| Start of second trimester (K-3).....                             | November 30, 2022 |
| Start of second semester (4-12).....                             | January 25, 2023  |
| Start of third trimester (K-3).....                              | March 9, 2023     |
| Start of fourth marking period (4-12).....                       | March 29, 2023    |
| Tentative Last day of school for students – Early Dismissal..... | June 2, 2023      |

### School Not in Session on the Following Days (Unless noted 2-hour early dismissal or delay)

|                                                                            |                                     |
|----------------------------------------------------------------------------|-------------------------------------|
| New Teacher Orientation .....                                              | August 15-16, 2022                  |
| District In-Service.....                                                   | August 22-23, 2022                  |
| District In-Service.....                                                   | September 2, 2022                   |
| Labor Day Holiday .....                                                    | September 5, 2022                   |
| Act 80-2 Hour Early Dismissal.....                                         | September 21, 2022                  |
| Act 80 Full Day No School for Students.....                                | October 10, 2022                    |
| Veteran's Day No School for Students or Teachers.....                      | November 11, 2022                   |
| District In-Service.....                                                   | November 16, 2022                   |
| 2-hour Early Dismissal-Thanksgiving Break.....                             | November 23, 2022                   |
| Thanksgiving Break .....                                                   | November 24-28, 2022                |
| Parent-Teacher Conference Swap Day No School for Students or Teachers..... | November 29, 2022                   |
| 2 Hour Early Dismissal – Winter Break .....                                | December 21, 2022                   |
| Winter Break.....                                                          | December 22, 2022-December 30, 2022 |
| No School for Students or Teachers.....                                    | January 2, 2023                     |
| District In-Service.....                                                   | January 13, 2023                    |
| Martin Luther King, Jr. Holiday.....                                       | January 16, 2023                    |
| Act 80 Full Day No School for Students.....                                | February 15, 2023                   |
| Presidents Day Holiday.....                                                | February 20, 2023                   |
| Act 80 2-Hour Early Dismissal (K-12).....                                  | March 16, 2023                      |
| No School for Students or Teachers.....                                    | May 17, 2023                        |
| 2 Hour Early Dismissal – Spring Break .....                                | April 6, 2023                       |
| Spring Break.....                                                          | April 7-10, 2023                    |
| Act 80 2-Hour Early Dismissal (K-12). .....                                | April 19, 2023                      |
| Memorial Day Holiday.....                                                  | May 29, 2023                        |
| Last day of School Early Dismissal for Students.....                       | June 2, 2023                        |

### Parent/Teacher Conferences

Grades K-3:  
Grades 4-5:  
Grades 6-8:  
Grades 9-12:

MP 1: 45  
MP 2: 45  
MP 3: 45  
MP 4: 45  
Semester 1: 90  
Semester 2: 90  
Student Days – 180  
Teacher Days – 186

### Testing Schedules

#### PSSA

Gr. 3-8 English Language Arts: April 24-28, 2023  
Gr. 3-8 Mathematics: May 1-12, 2023  
Gr. 4 & 8 Science: May 1-12, 2023  
Make-up Window: May 1-12, 2023

#### Keystone Exams

Algebra, Biology, Lit.: January 4-18, 2023  
Algebra, Biology, Lit.: May 15-26, 2023

**The SASD School Board reserves the right to modify this calendar.**

## **SHIPPENSBURG AREA SCHOOL DISTRICT BOARD POLICY**

All Shippensburg Area School District Policies are accessible on the District website ([www.shipk12.org](http://www.shipk12.org)). Policy manuals are also available in the District Office (317 N. Morris St., Shippensburg, PA 17257) and the office of each school building.

### **ACCEPTABLE USE OF COMPUTING RESOURCES and the INTERNET refer to Board Policy #815**

The Board supports the use of the internet, computer, and network resources in the District's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The District provides students, staff and other authorized individuals with access to District computers, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board also recognizes, however, the potential for misuse of these resources by students, faculty, and staff. Use of these resources by students, faculty, and staff is considered a privilege which may be denied for inappropriate and/or illegal uses as set forth in this and related policies. Furthermore, violations of the guidelines set forth in this policy or other improper use of these resources may result in disciplinary action in accordance with established disciplinary procedures. Such procedures include but are not limited to possible suspension or expulsion for students, suspension for staff and imposition of the penalties under the PA School Code, including but not limited to termination of employment. Appropriate uses of these resources include instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the District.

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's internet, computer, or network resources, including personal files or any use of the district's internet, computer, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's internet, computer, and network resources. The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the

Superintendent or designee.

The Board establishes that the following materials, in addition to those stated in the law, are inappropriate for access by students and staff: Defamatory, lewd, vulgar, profane, threatening, harassing, discriminatory, bullying, terroristic in nature, or otherwise causes or has the potential to cause a substantial disruption to the operations of the District, the school environment, or the health, safety, or welfare of District students, staff, or visitors.

### **ACCESSIBILITY OF BUILDINGS**

The District welcomes all persons with disabilities to our District buildings. All Shippensburg Area School District buildings are wheelchair accessible.

### **ADDRESS CHANGES**

It is necessary for parents to show two (2) proofs of residence if you move to a new location within the district. Preferred acceptable documentation includes a copy of the lease, deed, or settlement agreement. However, if you do not have a copy of the above-mentioned items, the District will accept PennDOT vehicle information, a utility bill, or a medical bill.

### **AFTERNOON DISMISSAL**

Any student being picked up after school must follow the pick-up procedures outlined by their specific elementary building. Students are expected to have notes designating the change if a change to afternoon routine is only for a specific day.

Any student who reports to a teacher or the office that he/she will be picked up after school and has not brought a note from a parent will be sent home via their regular form of transportation. We understand there are cases of emergencies. However, we ask parents not make a habit of calling the office to arrange pick-ups, due to the possibility of oversights. Your cooperation in this matter is greatly appreciated.

### **ARRIVING AT SCHOOL**

**Grace B. Luhrs University Elementary School – school day is 8:50 a.m. - 3:20 p.m.**

**James Burd and Intermediate School – school day is 8:40 a.m. - 3:10 p.m. Students should arrive at school between 8:20 a.m. and 8:30 a.m.** If your child arrives inside the building after 8:40 a.m., you need to report to the office with them. A late arrival slip will be completed to send with your child to their classroom.

**Nancy Grayson – school day is 8:55 a.m. – 3:25 p.m. Students should arrive at school between 8:35 a.m. and 8:45 a.m.** If your child arrives inside the building after 8:55 a.m., you need to report to the office with them. A late arrival slip will be completed to send with your child to their classroom.

### **ASBESTOS PROGRAM**

This is to make you aware that the Shippensburg Area School District, in compliance with the Asbestos Hazard Emergency Response Act (AHERA), has an Asbestos Management Plan in place. That plan is available for your review in each of the school offices.

The Shippensburg Area School District performs surveillance activities in reference to the

asbestos that is present in the District's buildings every six months. The Shippensburg Area School District has had a private environmental firm perform the three-year asbestos re inspection of the District's buildings as required by AHERA.

It is very important that you review the Asbestos Management Plan before you conduct any repair, renovation or demolition activities within any of the District buildings so that you are aware of the locations of the asbestos-containing materials. You are required to contact the Asbestos Coordinator before you conduct any activities that may disturb any asbestos containing materials in our District's buildings. If you have any questions concerning the District's Asbestos Program, please contact the Asbestos Coordinator at 717-530-2700.

### **ATTENDANCE – refer to Board Policy #204**

Regular attendance has a significant effect upon your child's success in school. Our instructional programs rely on the continuity provided by regular student attendance. We encourage and appreciate your assistance in establishing a regular attendance pattern for your child. This policy is enforced for all students grades K-12.

The School Laws of Pennsylvania require the regular attendance of all children enrolled in the public schools up to 17 years of age.

- Student absences must be recorded as excused or unexcused by the local school officials. Parents or guardians are required to submit a written explanation for the absence of their child within three (3) days from the date of the student's return to school. · Reasons for the absence must fall under the legal requirements as determined by the Board Policy (#204).
- Failure to provide a written explanation will result in the absence being declared unexcused and/or unlawful.
- After three (3) unexcused and/or unlawful absences, a legal letter will be mailed to the child's primary residence.
- After four (4) unexcused and/or unlawful absences, the school is required to create a Student Attendance Improvement Plan during a meeting with the parents.
- After five (5) days of absence, a notice/reminder will be sent from the school office.
- After six (6) unexcused and/or unlawful absence, the school is required to make a referral to a District or local attendance program and/or Children & Youth Services.
- After ten (10) days of absence, a medical excuse from a physician may be required for each additional absence.
- The District Social Worker or Elementary CASSP Worker may be called at any time student attendance is a concern.

**Trips of educational value to students**, which are not school-sponsored field trips, will be excused absences if they meet the following criteria:

- An educational trip form must be filled out and signed by the parent/guardian. The form is located on pages 45-46 of this handbook, in the school office, and on the District website. The parent/guardian must submit a written request for excusal **prior** to the absence. It is recommended that the completed forms be turned in to the principal at least five days prior to the scheduled absence.
- The student's participation has been approved by the superintendent or designee. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the superintendent or designee.

- The student will be responsible for making up any work missed during the period of absence. Prior arrangements for make-up work should be made with the teacher.
- Educational trips are counted as days absent from school.

### **AUTOMATIC EXTERNAL DEFIBRILLATORS**

The District has placed one or more Automatic External Defibrillators (AEDs) in each of the school district buildings. The AEDs provide emergency assistance in the case of an unexpected cardiovascular event and are located in positions readily accessible during potential crisis events. If you see someone in physical distress, please do not hesitate to contact emergency medical services, building administration, and use the AED if it is medically needed.

### **AUTOMOBILES ON SCHOOL PROPERTY**

Parents who bring their children to school or pick up their children by car are asked to use extreme caution, observe the reduced speed limit, and use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. All parents are asked to park in the parking lot or street to wait for children. Parents and other visitors are asked to stay clear of bus loading zones during arrival and departure times. All parents are expected to follow building arrival and dismissal procedures.

### **BEHAVIORAL EXPECTATIONS for Elementary Students**

The Shippensburg Elementary Schools continue to implement Positive Behavior Instructional Support (PBIS). The students will be instructed on ways to Be Safe, Be Respectful, and Be Ready/Responsible for all areas of the school. PBIS includes positive support to student displaying appropriate behavior through many types of recognition, as well as increase supports to students who are struggling with making appropriate behavioral choices through increased levels of school support and parent contact. Parents can contact the teacher, counselor, or Principal at the school for additional information.

#### **PBIS Vision:**

Creating a caring, inclusive culture empowering lifelong learning.

#### **PBIS Mission:**

Intentionally engaging students, staff, and community in opportunities to learn and demonstrate respect, cultural awareness, and responsibility in a safe learning environment.

### **BICYCLES – refer to Board Policy #223**

Bicycle riding to and from school is forbidden because of the dangers that are involved.

### **BUILDING & FACILITY SECURITY**

As a school district, the safety and welfare of our students and staff is our highest priority. For security purposes, all entrances to school buildings are secured after the school day begins.

Visitors must use the main entrance to the building where they will be identified by video and/or audio. The visitor will be required to present a valid driver's license or other state-issued identification. The ID will be scanned and an ID badge will be printed. Once the visitor is identified, office staff will electronically open the door.

Additionally, electronic surveillance devices are used in and around the schools to protect students and staff. Individuals found tampering with surveillance equipment, exhibiting disorderly conduct, or refusing to follow District rules while on school property, are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.

It is the intent of District staff members to make parents and community members feel welcome in our schools. However, in light of events that have occurred in schools across the nation, these precautions are being taken in the interest of student safety.

### **BULLYING/CYBERBULLYING – refer to Board Policy #249**

The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### **CAFETERIA BEHAVIOR**

Student behavior in the cafeteria should mirror behavior in the rest of the school environment. Students are expected to act in a courteous manner and be aware of the cleanliness of their sitting area. Students may talk **quietly** and should remain in their seats when not in line to purchase food. Students are to remain in the cafeteria until the supervisors dismiss them. Students are not to bring candy or soda to school for lunch.

### **CELLULAR PHONES/ELECTRONIC COMMUNICATION DEVICES (Board Policy 237)**

Electronic and personal communication devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet.

Student use of communication devices shall be prohibited during instructional periods, except when approved by the building principal or as part of a student's individualized educational program. Students who are participating in after school activities may be given permission to use cell phones and/or electronic communication devices for appropriate communication with a parent or guardian to secure a ride home.

Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.

In the event that another student uses a device owned by another student in violation of this policy both students may be liable for consequences resulting from its use.

Except as specifically permitted or authorized, if a device is used to transmit or receive any communication during class time, the student will receive disciplinary consequences as outlined

in the student handbook and/or Student Discipline Policy 218.

The District assumes no responsibility under any circumstance whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity.

### **CHILD/STUDENT ABUSE – refer to Board Policy #806**

School employees are required to report suspected child abuse. School employees who suspect child or student abuse are required by the Laws of Pennsylvania to immediately report the suspected child/student abuse to ChildLine. After making notification to ChildLine, the principal shall be notified of the report of suspected child/student abuse. Investigation of the suspected child/student abuse will rest with the appropriate County agency.

### **CHILD CUSTODY RESTRICTIONS**

If there are child custody restrictions, **it is the responsibility of the parent/guardian to supply a copy of the court-issued custody agreement (and any subsequent agreement) to the building principal.** The parent/guardian is responsible to notify the building principal if there are changes in custody agreements. The principal is responsible to follow the most recent court-issued custody agreement. Lack of a court-issued custody agreement will result in equal access to both parents.

### **CHILD FIND & SERVICES PROVIDED UNDER IDEA & ADA SECTION 504** **– refer to Board Policy #103.1 & 113**

In compliance with state and federal law, notice is hereby given by the Shippensburg Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism Spectrum Disorders
- Blindness or Visual Impairment
- Deafness or Hearing Impairment
- Developmental Delay
- Gifted
- Intellectual Disability
- Multi-Handicapped
- Neurological Impairment
- Other Health Impairment
- Physical Disability
- Serious Emotional Disturbance
- Speech/Language Impairment
- Specific Learning Disability

If you suspect your child may be in need of special education services and related programs, you may request screening and evaluation at any time. Requests for evaluation and screening are to be made in writing to your child's Principal.

In compliance with state and federal law, the Shippensburg Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed 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 school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These 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.

In compliance with state law, the Shippensburg Area School District provides services designed to meet the unique needs of gifted students. The District identifies "gifted" students on a case-by case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes those rights provided for by Pennsylvania law.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the building principal or the Supervisor of Special Education, 717-530-2700 (317 N. Morris St., Shippensburg, PA 17257).

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

### **CHILD STUDY TEAMS (CST) & ELEMENTARY STUDENT ASSISTANCE PROGRAMS (ESAP)**

Elementary students who may be experiencing learning/social/emotional problems can get help from the building CST or ESAP programs. Interested parents/guardians should discuss a CST or ESAP intervention with their child's teacher, guidance counselor or the principal.

### **COMMUNICABLE DISEASES AND EXCLUSIONS**

Students should be kept at home if they have a fever over 100 degrees Fahrenheit, a cold, rash, or suspected communicable diseases. Students are advised to remain at home until they have recovered and are fever free for 24 hours without fever reducing medication. Children presenting unusual symptoms or possible communicable illness may be excluded from school by the school nurse and an administrator. If this occurs, parents will be asked to secure medical services for the child and to provide a note from the child's medical provider stating they may return to school.

### **DISCIPLINE – refer to Board Policy #218**

In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules is also essential. This policy, which is to be considered the Student Code of Conduct, sets forth the rules for social interaction in the Shippensburg Area School District and is intended to



offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and the discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, natural origin, or handicap/disability. Any student disciplined by a District employee shall have the right to notice of the infraction.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES – refer to Board Policy 218.3**

Students with disabilities who engage in inappropriate behavior, disruptive activities, and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program, and/or state and federal regulations. The District shall comply with provisions of the Individuals with Disabilities Education Act (IDEA), and other federal and state statutes and regulations when disciplining students with disabilities for violations of District policy and school rules and regulations.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. During any period of disciplinary action, the student shall continue to receive a free and appropriate education, in accordance with federal and state law.

### **DISCLAIMER OF RESPONSIBILITY FOR PERSONAL PROPERTY**

The District is not responsible for personal articles brought onto school property or to school activities held off school property, whether or not the articles are used in school activities. The District offers lockers, coat racks, and other facilities for storage of personal articles but does not assume any liability for articles stored in the facilities.

### **DISCLOSURE ACT**

Any parent and or eligible child may request to see a copy of the District Policy for the Management of School Records and their rights under the Family Education Rights and Privacy Act of 1974. Copies are available in the offices of the Superintendent and the Principal of each building.

### **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS refer to Board Policy #100**

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities

without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in the policy, or knowingly providing false information may result in disciplinary consequences under applicable Board policy and procedures.

For further information on nondiscrimination policy and procedure, applicable laws and regulations, or to report a suspected case of discrimination (including Title IX Sexual Harassment), you may contact the building principal or the Compliance Officer/Title IX Coordinator, 717-530-2700 (317 N. Morris St., Shippensburg, PA 17257).

### **DISTRIBUTION OF MATERIALS BY STUDENTS & COMMUNITY MEMBERS refer to Board Policy #220**

Students and other community members will be permitted to distribute materials in school in accordance with School Board Policy #220. Anyone who wishes to distribute materials in school must submit the materials to the Superintendent's office for approval.

### **DISTRICT ATHLETIC EVENTS**

All students in grade K-8 must be accompanied by an adult to attend District athletic events. The adult is responsible for the behavior of their child (ren) while attending the athletic event.

### **ELECTRONIC DEVICES AND TOYS**

Students may not bring toys, radios, electronic games, cameras, laser pointer and attachments, or any similar items to school without permission from the Principal. This policy was established to eliminate the possibilities of classroom distractions, loss, inappropriate use, and theft. The school district will not be responsible for the loss or theft of such items. Beepers/pagers are prohibited by PA School Code. Items will be confiscated and returned to parents or guardians only.

### **ELEMENTARY MARKING PERIODS**

The James Burd Elementary, Nancy Grayson Elementary, and GBLUES grades K-3 have moved to a trimester report card schedule. Your child will receive a report card through Skyward three (3) times per school year based on the following dates. These dates are subject to change after the start of the school year based on changes to the school calendar.

|                                |                   |                     |                  |
|--------------------------------|-------------------|---------------------|------------------|
| 1 <sup>st</sup> Trimester Ends | November 29, 2022 | Report Cards Issued | December 6, 2022 |
| 2 <sup>nd</sup> Trimester Ends | March 8, 2023     | Report Cards Issued | March 16, 2023   |
| 3 <sup>rd</sup> Trimester Ends | June 2, 2023      | Report Cards Issued | June 2, 2023     |

SAIS and GBLUES grades 4 & 5 will have four (4) marking periods. Your child will receive a report card through Skyward four (4) times per school year based on the following dates. These dates are subject to change after the start of the school year based on changes to the school calendar.

|                                     |                  |                     |                  |
|-------------------------------------|------------------|---------------------|------------------|
| 1 <sup>st</sup> Marking Period Ends | October 31, 2022 | Report Cards Issued | November 8, 2022 |
| 2 <sup>nd</sup> Marking Period Ends | January 20, 2023 | Report Cards Issued | January 27, 2023 |
| 3 <sup>rd</sup> Marking Period Ends | March 28, 2023   | Report Cards Issued | April 4, 2023    |
| 4 <sup>th</sup> Marking Period Ends | June 2, 2023     | Report Cards Issued | June 2, 2023     |

### **EMERGENCY CLOSING OF SCHOOL**

In the event that it becomes necessary to close school due to inclement weather or any other emergency, the announcement of such closing will be posted on the SASD website ([www.shipk12.org](http://www.shipk12.org)) and distributed via typical District communication systems, if available (SkyAlert, Facebook, and local media stations). The school district homepage should be considered the most reliable source of closing information.

### **EMERGENCY PROCEDURES – refer to Board Policy #805**

Emergency procedures (i.e. building evacuations, lockdowns and shelter-in-place) are conducted throughout the school year. Directions for each procedure have been reviewed with the school staff and are posted in each room. Students and other visitors are required to follow the directions given by the school staff.

In the event of an emergency, Shippensburg Area School District has a plan to reunite parents and students. To become familiar with the plan, please go to [www.shipk12.org](http://www.shipk12.org), click on *Departments*, and then click on *Safety*.

Notification of an emergency will be made through the district's parent phone contact system. Parent/Guardian responsibilities in the event of an emergency include:

- Bringing a **photo** ID and have this ID ready to show staff at check-in.
- Keeping emergency contact information current in Skyward.
- Planning/communicating with your emergency contacts to have one person arrive to pick-up students to assist in order at the scene of the emergency.

### **ENGLISH LANGUAGE LEARNER (ELL)**

The Shippensburg Area School District provides an English Language Learner program for student whose first language is not English. An ELL teacher is available for direct instruction, teacher consultation, locating resources/materials, and translation needs. Parents will be notified if their child is included in the ELL program. Contact your child's Principal to be connected with the English Language Learner Coordinator, 717-530-2700 (317 N. Morris St., Shippensburg, PA).

### **ENROLLMENT/PLACEMENT OF STUDENTS – refer to Board Policy #200, 201 & 206**

Registration for students who wish to enroll in the Shippensburg Area School District can be found on the district website at **[www.shipk12.org](http://www.shipk12.org)**. Once the registration is completed online, a district employee will contact the parent to complete the student's registration. Parents enrolling students in the District are requested to provide the following documentation: proof of residency, current immunization records, copy of birth certificate, special education or gifted program documents, and legal documents involving custody issues. Required documentation must be provided prior to enrollment and should be brought to your registration appointment. More information and paperwork can be found on the District website, **[www.shipk12.org](http://www.shipk12.org)**, click on the "Student Registration" icon.

The Superintendent of Schools is responsible for the assignment of students to buildings within the district. It then becomes the responsibility of the Building Principal to assign students to specific homerooms and create a daily schedule for each student. Questions about student assignments and schedules should be directed to the Building Principal.

Kindergarten registration is conducted each spring in the elementary buildings. Advance notice of the registration is announced through parent letters, school notices and local media. Kindergarten students must be five years of age on or before September 1<sup>st</sup>. (Children entering first grade must be six years of age on or before September 1<sup>st</sup>).

### **FIELD TRIPS – refer to Board Policy #121**

As a part of the educational program of the school, children may be taken on field trips requiring bus transportation. Such trips are made only with the permission of the parents. When such trips are being planned, permission slips will be sent home, to be signed by the parent.

All District and building policies/guidelines relative to student discipline and the student code of conduct are in effect for the duration of school-sponsored field trips.

All field trips are supervised by school staff who are assisted by chaperones. There are, at a minimum, two or three chaperones per class on field trips. The staff, in consultation with the Principal, is responsible for choosing the chaperones. Chaperones are required to have all necessary clearances. Chaperones are welcome to take photos of their child for their personal use. However, they are asked to respect the privacy and confidentiality of other families, and are urged not to post photographs or videos, which clearly identify someone else's child on social media websites.

### **FLEXIBLE INSTRUCTIONAL DAYS**

Flexible Instructional Days are an alternative approach to delivering instruction during circumstances that prevent instruction in the traditional fashion. In the event a Flexible Instructional Day is called, students should follow the schedule posted. Teachers will provide their students with appropriate online meeting information and assignments. If students fail to attend the assigned class period and/or fail to complete the assigned classwork the student will be marked absent. Students who miss a portion of the Flexible Instructional Day or the entire day will be required to follow traditional attendance procedures.

### **HEALTH SERVICES – refer to Board Policy # 203, 209, & 210**

It is the parent's responsibility to provide transportation with student health information to ensure

the safety of the student while riding the school bus. The form is located on the website under the parents/community tab, using the SASD Forms quick link.

- First Aid: Health Professionals are employed by the school district to render or monitor health services within the schools. If a student requires care beyond that of first aid, the parent will be notified. However, an alternate person should be named on the student's emergency form to assume responsibility if the parent is unavailable.
- Exams and Screenings: The school will provide these services free of charge if the parents are unable to have these examinations completed by their family doctor or dentist.
  - Physical examinations are required upon original entry into school and in the 6<sup>th</sup> and 11<sup>th</sup> grades.
  - Dental examinations are required upon original entry and in the 3<sup>rd</sup> and 7<sup>th</sup> grades.
  - Height, weight, and vision screenings are conducted yearly.
  - Hearing screenings are conducted in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, and 11<sup>th</sup> grades.
  - Scoliosis Screening is conducted in 6<sup>th</sup> and 7<sup>th</sup> grades.
- Tylenol: Acetaminophen may be administered to students and staff as per SASD Policies and Protocols for School Health Services at the discretion of the health professional with written permission by a parent/guardian noted on the School Emergency Form. Verbal confirmation from parents of elementary school students is required before morning administration (to avoid repeat dosage). Parents are to be notified if a student requires more than one dose during the school day.
- Cough Drops: Cough drops and lozenges are not considered medications. However, for safety reasons, they are to be kept in the health professional's office. They are to be taken as needed according to package directions. Parental permission is required for all students in grades K-3 before cough drops/lozenges may be taken at school.
- Medication: Administration of medication to pupils shall be done only in circumstances when the child's health may be jeopardized without it. A medication form completed and signed by the physician and the parent is necessary before any prescription medication may be administered at school. Over-the-counter medication requires only a form completed and signed by the parent. Medication must be brought to the school in the original bottle or package from the pharmacy or doctor's office and clearly labeled with the student's name and directions for administration. A form can be found on pages 43- 44, in the school office, and on the District website.
- Self-Administration of Medication: Students must notify the school health professional upon being prescribed a medication for self-administration.
- Immunizations: Pennsylvania regulations clearly state that all students must provide proof of immunization immunity or medical exemption to immunization to enter school. Medical or religious exemptions are possible. Minimum immunization requirements to enter school for the first time are:
  - Diphtheria and Tetanus – 4 or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the 4 with 1 dose administered on or after the fourth birthday.
  - Polio – four properly spaced doses of polio vaccine (IPV or OPV) with fourth dose on or after the 4<sup>th</sup> birthday and at least 6 months after previous dose.
  - Measles (Rubeola) – two properly spaced doses of live attenuated measles containing vaccine (preferably MMRII) with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.

- German Measles (Rubella) – one dose of live attenuated rubella containing vaccine (preferable MMRII) administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
- Mumps – two doses of live attenuated mumps containing vaccine (preferably MMRII) administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- Hepatitis B – three properly spaced doses of hepatitis B vaccine.
- Varicella (Chicken Pox) - Parents must provide evidence of immunity, either from vaccination (two doses), history of disease, or laboratory testing.
- Lice & Bed Bugs: The school health professional will notify other school health professionals when appropriate. The school health professionals will instruct parents on the identification and proper treatment of lice, nits, and bed bugs. Any student found to have live pediculosis (lice) will be excluded from school. School health professionals will examine students, with parents present, before reentry to school is granted. At this time, scientific evidence does not show that bed bugs spread disease; so students are not excluded from school due to bed bugs. If a suspected live bed bug is found, school staff will follow school guidelines for removal of bed bugs.

### **HOMEWORK – refer to Board Policy #130**

The assignment of homework assumes that desirable learning experiences take place in the home, as well as the school. Homework assignments may be reading, review of concepts, problem solving, projects, practice to develop basic skills, or learning factual material. Parents can support this important activity by providing suitable time and place for study, showing interest, and keeping in touch with the school program. We strongly urge parents to support this aspect of the school program. Students are responsible for completing all assignments.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

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

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

If a pesticide application must be made to control an emergency pest problem, notice will be

provided by telephone to any parent or guardian listed on the notification registry. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. **To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing.** Please forward your written request including your **NAME, ADDRESS** and **TELEPHONE** number to:

**Shippensburg Area School District  
IPM Notification Registry  
317 North Morris Street  
Shippensburg, PA 17257**

Each school year the district will prepare a new notification registry. If you have any questions, please contact the IPM Coordinator at 717-530-2700.

### **ITEMS OR ACTIONS THAT INTERFERE WITH EDUCATION**

These items/actions will be handled by the Principal in accordance with the student discipline policy #218.

- Language, actions, or clothing that is offensive to others.
- Conduct that may cause personal harm or injury to yourself or others.
- Items in school that do not fit into the educational program of the school.

### **LEAVING SCHOOL PRIOR TO DISMISSAL**

Parents wishing to have their student excused early for such things as unavoidable medical appointments should send a written request to the main office. An adult must report to the office, show identification and sign the student out of school before the student is permitted to leave the building. Students leaving school for medical appointments will be required to return a medical excuse form signed by the doctor. Students will not be released to the custody of a person other than the parent/guardian unless written permission is granted by the parent/guardian.

### **MAKE-UP WORK**

Students are permitted to make up tests and work missed when absent, provided that the work is made up within a succeeding number of days equal to the excused absence or by previous arrangement with the individual teacher.

### **MCKINNEY-VENTO ACT – EDUCATION RIGHTS OF HOMELESS CHILDREN AND YOUTH**

The Shippensburg Area School District is committed to what is in the best interest of homeless children and youth. SASD is responsible for enrolling homeless children and youth in school, that is in his or her best interest, and for providing prompt and sensitive service to parents and children who need assistance. Whenever feasible, SASD will minimize the effects on mobility by maintaining a stable education environment.

Who is considered displaced/homeless under McKinney- Vento?

According to the McKinney-Vento Homeless Assistance Act, students are considered homeless if they lack a fixed, regular, and adequate nighttime residence, even if the temporary residence is outside SASD. Students living under the following conditions are considered homeless:

- Living with friends or relatives due to loss of housing, economic reason hardship, or similar
- Living in motels, hotels, or trailer parks used to house homeless families
- Living in an emergency shelter or transitional shelter
- Living in camping ground
- Living in cars, parks, public spaces, abandoned buildings, buses, or train stations
- Foster children awaiting foster care placement
- Unaccompanied youth who may be living in a shelter, inadequate housing, or denied housing by family

If you are unsure if you meet the criteria, please call the SASD homeless liaison, Bethany Bridges.

What are the rights of homeless children?

Our school provides equal access to all students regardless of their 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 504 plan support, gifted support, special education, vocational Education, preschool services, meal programs and the federally funded Title I program
- Parent/guardian involvement in school activities

If you are homeless or know of a child or youth who is homeless, please contact the Shippensburg Area School District Homeless Liaison, Bethany Bridges, or your building social worker.

Resources:

- Shippensburg Community Resource Coalition (SCRC - including Hound Packs, Food Resource Guide, Summer Opportunities, and youth programs)  
[www.shipresources.org](http://www.shipresources.org)
- Tri County Community Action – [www.cactricounty.org](http://www.cactricounty.org)
- Shippensburg Produce and Outreach – [www.shipout.org](http://www.shipout.org)
- SASD McKinney Vento - [www.shipk12.org/homelessfinancial](http://www.shipk12.org/homelessfinancial)

Contacts:

- Bethany Bridges, SASD Homeless Liaison – 717-530-2700 ext. 1043
- Amanda Sigrist, K-5 Social Worker – 717-530-2700 ext. 3903
- Tabitha Curtis, MS Social Worker – 717-530-2700 ext. 5917



- Janelle Carbaugh, HS Social Worker – 717-530-2700 ext. 1071

### **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES refer to Board Policy #103**

The policy of the District is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability. The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities.

The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabling conditions, consistent with the requirements of federal and state laws and regulations.

### **OBJECTIONS TO SCHOOL PROGRAMS – refer to Board Policy #133**

If for any reason, you, as parents, have concerns regarding any program, text, or other school related activity, please contact the school staff. Every effort will be made to protect your beliefs and rights while continuing to provide quality education.

### **PARENT CONFERENCES AND REPORTS TO PARENTS – refer to Board Policy #212**

Parent/Teachers conferences are scheduled each November. Teachers will schedule as many conferences as possible to discuss progress students have made to that point. Please note that a parent/guardian may schedule a conference at any time during the school year. Those parents interested in scheduling a conference are encouraged to contact the appropriate building office and establish a mutually convenient time with the staff member(s).

Report cards are issued according to the schedule on the school calendar. Report Cards are available to parents on the Skyward Information System.

### **PRINCIPAL'S PREROGATIVE**

Exceptions to building procedures may be made only by the **PRINCIPAL**.

### **RECESS, SWIMMING, AND PHYSICAL EDUCATION**

All students are required to participate in recess and physical education to the best of their ability. Students may be required to have an excuse from a physician if they are not able to participate in physical education class for an extended period of time. Physical Education is a graded curricular activity and non-participation is expected to be temporary. At SAIS, swimming is a component of Physical Education at the elementary schools. Your child is expected to swim during the scheduled swim times.

### **SAFE2SAY Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late.

There are three ways to submit an anonymous tip:

- Call the tipline: 1-844-SAF2SAY (1-844-723-2729)
- Use the website: <https://www.safe2saypa.org>
- Use the mobile app available in iOS and Android stores

Answers to frequently asked questions can be found on the Safe2SaySomething website at <https://www.safe2saypa.org>

### **SCHOOL COMMUNICATION SYSTEMS (Skyward, SkyAlert, Facebook, and Twitter)**

The District has developed several School Communication Systems in an effort to keep families informed of school information and events. These systems have the ability to contact staff and parents in the event of a weather delay or school cancellation, as well as a courtesy service to keep families informed of student attendance, school activities, important dates and other information. In the event of an emergency, the system has the ability to contact all of the phone numbers and email addresses for every student through Skyward and SkyAlert. This system only works, however, if parent and emergency contacts are kept up to date. Therefore, it is imperative that parents/guardians make changes directly in Skyward if phone numbers and/or email addresses have changed.

The District and each school has their own Facebook page which contains up-to-date information about that school. You can search Facebook for your child's school and then "Like" the page. Please do not send Messages through Facebook Messenger. It is not monitored by school staff.

The Shippensburg Area School District has a Twitter account, which also provides up-to-date information. Search @ShippensburgASD to follow District information.

### **SCHOOL COUNSELING**

The role of the counselor is to support students in overcoming or adjusting to academic, social, and personal problems. School counselors consult with students, teachers, nurses, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students.

School counselors are also available for parent conferences whenever needed. The school counselor's priority is not to react to a crisis, but to attempt to prepare the student in advance to avoid or deal with issues that precede problems. To accomplish this, the school counselor provides a wide variety of services including individual and group counseling, testing, maintaining information resources, consulting with teachers and parents, and conducting research on student needs.

School counselors often refer students and their parents to other sources of assistance and then serve as a liaison to such agencies as social services, probation, and mental health. The school counselor can also help a student plan for life beyond high school.

The services of a school counselor are available to all District students and can be secured by contacting the counselor directly or by notifying the child's teacher or building principal.

### **SCHOOL LUNCH PROGRAM – refer to Board Policy #808**

Nutritional school breakfasts/lunches are served daily in each school building. The daily menu consists of five meal components that comply with federal and state regulations. The five components consist of Meat/Meat Alternate, Bread/Bread Alternate, Vegetable, Fruit and Milk. Please contact your child's school for more information regarding the cost of breakfast/lunch.

Payment for breakfasts/lunches may be made by check (payable to SASD Café) or cash and sent with your child to the school. An online payment system may also be used (refer to the Food Service webpage on the District website). This online payment system offers electronic payments from your checking account or credit card. A service fee per transaction is charged and added to the breakfast/lunch payment. Features of the online payment system include the ability to view your child's transaction history of breakfast/lunch activity, schedule low balance reminders by email, set up automatic breakfast/lunch payment and view online payment history. A payment is not necessary in order to view a child's information.

All deposited funds remain in a student's account until it is spent. Balances and charges at the end of the school year are carried over to the student's account for the following school year. Refunds will only be made when a student graduates or moves out of the district.

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Parents/Guardians should contact the Food Service Office at 717-530-2700 to arrange a refund.

Charges for school breakfast/lunches are only permitted on a limited basis and only for a school lunch. The District will contact the parents via automated phone calls at every level in an effort to keep money owed at a minimum.

Applications for free or reduced price breakfasts/lunches may be obtained at each school office or completed online electronically through the District website. More information concerning the free and reduced lunch program is available at the Food Service Office by calling 717-530-2700.

### **SOCIAL WORK SERVICES**

The District provides Social Work Services to assist students and families with accessing community based services as a way of meeting their basic needs, including food, shelter, and medical care. In addition, the District social worker has been instrumental in working with families to ensure students attend school on a regular basis. For more information, parents may contact their child's school counselor.

### **STATEMENT OF POLICY ON STUDENT DRESS**

The personal appearance of the student is primarily an individual family decision, and school personnel respect the right of parents to regulate matters related to the personal appearance of students. School personnel will enforce a dress code that promotes modesty, appropriateness, safety, and the general welfare of all members of the school community. Failure to abide by the established code will result in disciplinary action as identified. A specific dress code is described as follows and is based on modesty, appropriateness, safety and general welfare, and possible harassment policy violations.

### **MODESTY/APPROPRIATENESS CONSIDERATIONS**

- Spaghetti straps, midriff tops, tube tops, tank tops (with less than a 2 inch shoulder strap), transparent or revealing clothing that exposes body parts or attracts undue attention are not permitted.
- The stomach and lower back shall be covered at all times, and low cut tops that expose cleavage are not permitted.
- Underwear (boxers, thongs, panties, bra straps, spandex, etc.) must not be visible. · Hats, caps, ear warmers, gloves, combs, durags/do-rag, bandanas, sunglasses, and other headgear are not to be worn.
- Sleepwear, including slippers and pajamas, is not permitted.
- Shorts and skirts are to be modest in length. Clothing must be modest and completely cover personal, private body parts.
- Clothing with pictures, slogans, or double meaning expressions with sexual connotations is not allowed. This includes Co-Ed naked shirts, Johnson shirts, Big Pecker shirts, Hooters shirts, etc.

### **SAFETY/HEALTH CONSIDERATIONS**

- Coats and excessive baggy pants, which may be used to conceal weapons or contraband, may not be worn during the school day. Coats are not be worn during the school day.
- Clothing with pictures, slogans, and/or logos that depict or promote the use of drugs, alcohol, tobacco, or weapons is not permitted.
- Chains, spiked collars, spiked wristbands, or spikes of any kind may not be worn. Any item that may damage furniture may not be worn.
- Clothing and/or accessories that promote gangs and/or gang affiliation as identified by school officials and local police will not be permitted.
- Footwear is to be appropriate for daily school activities. Sneakers are to be worn for P.E. classes. Flip-flops and sandals (without a heel strap) are not appropriate for outside play on the playground.

### **INFLAMMATORY/HARRASSMENT CONSIDERATIONS**

- Clothing deemed to be inflammatory, such as the confederate flag, and clothing that contains vulgar, profane or indecent expressions may not be worn. Any clothing displaying symbols associated with hate groups is not allowed.
- Clothing that intimidates, harasses, or is deemed to be degrading to any group on the basis of race, sexual orientation, religion, gender, or disability is not permitted. · Violence or intolerance expressed on clothing is not acceptable.
- Clothing depicting an individual whose outfit would violate the dress code such as a female in a bathing suit is not allowed.

### **DRESS CODE VIOLATIONS**

Any student in violation of the Dress Code Policy is to be sent to the office immediately for appropriate action to be determined by the building administration. The administration reserves the right to amend these guidelines when the circumstances of dress interfere with the safety of students or causes a disruption of the educational setting. This action will include offering a change of clothing to acceptable wear. Repeated violations of the Dress Code Policy will be considered insubordination as described in the Student Code of Conduct.

## **STUDENT INFORMATION SYSTEM – SKYWARD**

Our District's student information system, Skyward, offers you an opportunity to have online access to information regarding your child. The only prerequisites for access to Skyward are a computer with internet access and a Skyward login and password. With an active account, you will be able to see your student's class schedule, attendance, demographics (address, phone number, etc.), class grades, and failing progress reports. Please call the school office for assistance with setting up your account.

**STUDENT ORGANIZATIONS AND EQUAL ACCESS – refer to Board Policy #122** The Board believes that the goals and objectives of the school district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school. The Board shall make school facilities, supplies and equipment available and assign staff members for the support of a program of extracurricular activities. Such availability and assignment shall be in accordance with the Equal Access Act. The district shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum content of the speech at such meetings. Such meetings must be voluntary, student initiated, and not sponsored in any way by the school, its agents or employees.

## **STUDENT PHOTOS & INTERVIEWS**

During the school year, there may be times when District staff would like to photograph students and/or their work to highlight their achievements. Those photographs may then appear in District and/or school publications, websites, or social media sites (ex. Twitter, Facebook, Instagram). On occasion, schools may be visited by the news media (usually local television stations and newspapers) to photograph or audio/videotape students. Those interviews may then be shared by the news media in print, on television, over the radio, or on the internet. In these instances, the student's full name may be published along with the student's image/achievement.

If parents or guardians do not wish to have their child photographed, videotaped, or interviewed in these ways, they are asked to indicate their wishes on the Handbook Confirmation Page.

In addition, through partnerships with local colleges and universities, the District pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities.

The District only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted once the student teacher and his/her supervisor have finished reviewing it for the course assignment.

Parents should contact their child's building principal with questions or concerns regarding the use of student photos, work, or recordings by student teachers.

### **STUDENT WELLNESS – refer to Board Policy #246**

Shippensburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The school is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary lifestyle practices that can improve student achievement. The schools will provide the parents with specific information regarding wellness to the parents within the first weeks of school.

### **SUBSTANCE (AND TOBACCO) USE AND ABUSE – refer to Board Policy #222 & 227**

Through the use of an appropriate curriculum, classroom activities, and community support, the Shippensburg Area School District will educate, prevent and intervene in the use and abuse of alcohol and other drugs and substances (as defined) by any member of the student population. The District recognizes its responsibility to assist in identifying and referring at-risk students.

The Board of School Directors affirms that substance use/abuse is incompatible with the educational and developmental process, and that even occasional use can constitute a disruptive situation for the individual or other students. Therefore, the use, possession and/or sale of alcohol and other drugs or substances (as defined) on school property, or while engaged in any school-sponsored activity, is prohibited. The emphasis of the school staff is placed on preventative and corrective action designed to enhance the education, health and welfare of all students.

Since the problem of substance use and abuse extends beyond the Board of School Directors' authority, the Board further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals available to the Shippensburg Area School District to create broad-based programs of preventative and corrective action. The Board of School Directors will support the efforts of staff, parent and community organizations, and students when planning ongoing substance use/abuse prevention programs. For students and parents who wish help in approaching problems related to substance abuse/use, the school staff will offer information and counseling as well as procedures for obtaining assistance through legal and medical channels, community agencies and organizations, treatment centers and other therapeutic sources.

Tobacco use by anyone on school property is prohibited. The Board prohibits students from possessing or using tobacco at any time in school buildings, on school grounds, or property leased or controlled by the school, on school buses and during school sponsored activities.

Violation of the District policy will be treated as a serious offense. A student who violates this policy may be expelled.

### **TEACHER QUALIFICATIONS**

As a parent of a student in the Shippensburg Area School District, under the Every Student Succeeds Act (ESSA) of 2015, you have a right to know the professional qualifications of the teachers who instruct your child. The Every Child Succeeds Act gives you the right to ask for the following information about each of your child's teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects s/he teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.

If you would like to receive any of this information, please contact the Office of the Superintendent at 317 N. Morris St., Shippensburg, PA 17257 or 717-530-2700.

### **TESTING – refer to Board Policy #127**

Tests are designed to measure a student's growth over time. In the spring, the Pennsylvania State System of Assessment (PSSA) is given to all third, fourth, and fifth grader students in the areas of English Language Arts and Mathematics. An additional PSSA is given to fourth grade students in Science. Universal Assessments for reading and math, as well as, teacher-made tests are an integral part of assessing the immediate and ongoing progress of our students. Psychological testing is provided by a certified school psychologist, at the recommendation of school staff or the parent(s). Parental permission is always secured before psychological testing occurs.

### **TEXTBOOK/ELECTRONIC DEVICES/SCHOOL SUPPLY CARE AND OBLIGATIONS** **refer to Board Policy #224**

All textbooks, electronic devices (iPads, Chromebooks), and most school supplies will be furnished by the school without charge. They remain the property of the school and students are expected to take care of all books/electronic devices/school supplies and will be held responsible for any loss or damage. Parents/Guardians will be charged to replace lost or damaged books, electronic devices, and school supplies. The Principal will notify and make request to the parents for payment of any obligations.

### **TITLE I – PARENT INVOLVEMENT – refer to Board Policy #918**

The Shippensburg Area School District recognizes that parent involvement contributes of the achievement of academic standards by students participating in Title I programs. The District views the education of students as a cooperative effort among the school, parents and community. The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parent involvement. The Superintendent shall ensure that the District's Title I parent involvement policy; plan and programs comply with the requirements of federal law. The Superintendent (or designee) shall ensure that information and reports provided to parents are in an understandable and uniform format and, to the extent practicable, in a language, the parents can understand. Parents shall be given the opportunity to participate in the design, development, and evaluation of the school wide plan. Parents shall be encouraged to participate in planning activities to offer suggestions, and to ask questions regarding policies and programs. For further information regarding the Title I program, please contact the Principal at your child's school.

### **TRANSPORTATION – refer to Board Policy #810**

The District contracts for school buses to cover daily bus routes. In addition, buses are used for District-approved field trips, special programs, and athletic events. A complete copy of the Transportation Policy (#810) and answers to some of the most frequently asked questions (FAQ)

can be found on the District's website, by clicking on the "Departments tab" and then "Transportation", or by contacting your School's Office.

At the beginning of each school year, parents are notified of their student's busing information based on the information we have on file. Contact your School's Office if your busing needs change throughout the year.

For the safe and efficient operation of the District's transportation system, the following rules must be observed:

- Parents are asked to see that their children are at their assigned bus stop at least ten minutes before the bus is scheduled to arrive. Bus drivers are instructed not to wait for latecomers as this affects the bus schedule.
- Student riders are expected to listen and cooperate with the bus driver to ensure a safe and pleasant trip for everyone. Failure to comply with bus riding rules may result in loss of riding privileges. Bus rules are posted in every bus. Students should be reminded that riding a school bus is a privilege.
- A parent, or another responsible person, must be at the bus stop for all Kindergarten students.
- Bus or stop changes of a temporary nature will be made by the building administrator only in the event of an emergency. In these cases, a student will be provided a signed bus pass, which must be presented to the bus driver when the student boards the bus. The parent must send in a note to school specifying what bus and stop they wish their child to ride.
- Unauthorized school bus entry is illegal. Act 65 of 1998 amends the Crimes Code to classify as a third-degree misdemeanor the entrance onto a school bus without proper authorization, and with the intent to commit a crime, disrupt, or interfere with the driver, or refusal to disembark from the school bus after being ordered to do so.

**All concerns or complaints regarding students are addressed by the building administrator. Concerns or complaints regarding the bus service (including the drivers) are addressed to the Boyo Transportation Company.**

The driver of any school bus will be held responsible for the orderly conduct and safety of the pupils transported. Disorderly conduct, refusal to respect the authority of the school bus driver, or destruction of property is sufficient reason for the student to be denied transportation in accordance with regulations of the Shippensburg Area School District (Bus Transportation Policy.) The privilege of riding the school bus is conditional upon behavior expectations. This privilege may be removed by the Principal or the Assistant Principal for improper conduct.

If the bus privilege is removed, parents/guardians have the obligation of finding transportation for their child to and from school.

**In an attempt to ensure order and safety, video or audio recording may occur on any district owned or contracted transportation vehicle at any time.**



### **UNLAWFUL and SEXUAL HARASSMENT – refer to Board Policy #248**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. All forms of unlawful harassment, such as racial, ethnic and sexual, of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools, is prohibited by District Policy. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment be investigated promptly by the building administrator, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

### **VISITORS TO SCHOOL – refer to Board Policy #907**

Visitors are welcome at our school; however, for the safety and welfare of our students as well as reducing interruptions to instruction, the following procedures are required. All persons entering the building will be considered visitors. Visitors are required use the "School Check-in" system at the main office upon arrival, wear a visitor badge for the duration of their visit, and sign out at the conclusion of their visit. All visitors must report directly to the area where they are to be working/visiting. Visitors not complying with these procedures may be asked to leave the building. Residents of the district who wish to visit a classroom or meet with a member of the staff are required to schedule that visit through the school office. All requests for visitation require approval by the building principal as per School Board Policy.

Parents and visitors to our schools and school-related events are welcome to take photos of their child for their personal use. However, guests are asked to respect the privacy and confidentiality of other families and are urged not to post photographs or videos, which clearly identify someone else's child on social media websites.

### **VOLUNTEER PROGRAM - Board Policy #916**

Voluntary positions in the school district are as numerous and varied as the diverse tasks we perform in educating our students. In addition to meeting differing needs at each building, volunteer roles also depend on your personal interests, background, and expertise.

The Board requires that all volunteers undergo a tuberculosis examination in accordance with the regulations of the Advisory Health Board. All volunteers shall be required to obtain and present a current (less than one (1) year old): Act 34 State Police Criminal History Background Clearance, Act 151 Child Abuse History Clearance. An FBI background check is required if less than ten (10) years. The Volunteer Affidavit Form must be signed on a yearly basis and can be found at [www.shipk12.org](http://www.shipk12.org).

Anyone interested in volunteering for this program may contact the building office or the Human Resources Office at 717-530-2700 for more information.

### **WEAPONS POLICY - Board Policy #218**

Students may not possess any weapons or dangerous objects on school property or at any school sponsored activity. Students in violation of the regulation are subject to detention, suspension, or expulsion as specified in the Level IV section of the student disciplinary procedures.

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

- The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request of access.
- The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the students.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA.
- The right to refuse to permit the designation of any or all of the categories of directory information. "Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, e-mail address, photograph, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal within thirty (30) days of the beginning of the current school term.
- The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

## **The Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  - Political affiliations or beliefs of the student or student's parents;
  - Mental or psychological problems of the student or student's family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or

- o Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  - o Any other protected information survey, regardless of funding;
  - o Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - o Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  - o Protected information surveys of students;
  - o Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - o Instructional material used as part of the educational curriculum

Shippensburg Area School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Shippensburg Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Shippensburg Area School District will also directly notify parents and eligible students, such as through U. S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

## **CODE OF RIGHTS, RESPONSIBILITIES, AND STUDENT DISCIPLINE**

### **Philosophy**

The goal of school discipline is to establish and maintain an environment conducive to learning.

We believe that this environment is one in which:

- Everyone has certain rights and specific responsibilities
- Self-respect is nurtured and respect for others is required
- Unacceptable behaviors result in appropriate disciplinary consequences

The continuation of a respectful environment demands a sustained and cooperative effort on the part of the students, parents, teachers, and administrators.

### **Rights**

The United States of America is a democracy in which the people have certain inalienable rights to a public education. In addition, all people have the right to mutual respect. These rights involve responsibilities for protecting the rights of others.

### **Responsibilities**

**A. Students** - Students attend school so that they may learn and develop to their fullest potential.

To achieve this, each student has the obligation to:

- Accept responsibility for his/her own actions.
- Respect the rights of others (including others' rights to secure an education in an orderly environment).
- Make a sincere effort to achieve excellence in all areas of learning.
- Acknowledge the authority of teachers, administrators, and other school personnel in matters of discipline and behavior while under the jurisdiction of the school.
- Obey the rules and regulations made by the school authorities and comply with state and local laws.
- Understand and follow bus regulations.
- Respect school property and the property of others.
- Be punctual at all times.
- Volunteer information in matters relating to the health, safety, and welfare of the school community.
- Dress and groom to meet community and school standards of safety, health, and decency.
- Communicate with his/her parents concerning school progress.
- Understand and follow this Code.

**B. Parent/Guardian** - Parents are ultimately responsible for the behavior of their children. A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this positive relationship, parents have the obligation to:

- Teach students' self-respect, respect for others, and respect for law and public/private property.
- Demonstrate a supportive and positive attitude toward education and school personnel; build a good working relationship between home and school.
- Set realistic standards of behavior and be firm, fair, and consistent in applying them.
- Help students understand that rules are a necessary part of our society and cooperate with the school in resolving any problem.
- Insist on prompt and regular attendance.
- Encourage students to develop good health habits and to take pride in their appearance.
- Encourage students to develop good study habits and take pride in schoolwork and assignments.
- Encourage students to bring home promptly all school communications. Respond to them as necessary.
- Assume responsibility for any financial obligations incurred by their student in school. This includes lost books, damages to property, etc.
- Monitor student's progress in school
- Understand and support this Code.

**C. Teacher** - Every teacher works with the future generation. In view of this responsibility, teachers have the obligation to:

- Promote a climate of mutual respect and dignity.
- Plan and conduct a program of instruction that will make students eager to learn.
- Promote and strengthen student's self-esteem.
- Seek cooperative relationships with parents for the benefit of the students; keep parents informed of their child's progress.
- Distinguish between minor misconduct and major problems requiring principal's assistance.

- Set a good example in regard to dress, behavior, and language.
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
- Listen to students, be sensitive to changing behavior patterns, and provide students with opportunities to discuss their problems.
- Maintain professional ethics in relationships with students, parents, other teachers, and administrators.

**D. Principal** - As the educational leader of the school, the principal sets the disciplinary climate for the school not only for students but for staff as well. The principal has the obligation to:

- Develop within the school a sound and healthy atmosphere of mutual respect.
- Evaluate the instructional program to provide a superior education in the school.
- Be available to students, parents, staff, and community in the role of educational leader.
- Work with students, parents, and staff to formulate school regulations.
- Develop procedures that reduce the likelihood of student misconduct.
- Help staff members evaluate their own procedures and attitudes in relation to their actions within the classroom.
- Establish necessary building security.
- Assume responsibility for the dissemination and enforcement of the Code of Rights, Responsibilities and Student Discipline and insure that all discipline cases referred are resolved promptly.
- Comply with the pertinent state laws and regulations governing hearings, suspensions, and student's rights.
- Insure fair and consistent application of this District-wide Code of Rights, Responsibilities and Student Discipline.

**E. District Administration** - As the educational leaders of the school system, the Superintendent, Director of Curriculum, Instruction, & Assessment, and Supervisors have the obligation to:

- Reinforce the indicated responsibilities of the principals.
- Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
- Maintain and review an effective Code supportable by students, parents, staff, and community.

**F. Community** - The school is not a separate entity but rather an integral part of the community. Community members have an obligation to:

- Follow all established rules and regulations while using school facilities.
- Be an active and informed member of the school community.
- Be consistent in dealings with youth.
- Be aware of and support this Code.
- Present and enforce this Code in the school and in all school-related activities.
- Teach and encourage students to attain their full potential.

**The grading scale at SAIS is as follows:**

**Specials subjects will be graded as follows:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <p>Math, Science, &amp; Social Studies:</p> <p>A = 92-100 (Excellent)</p> <p>B = 83-91 (Above Average)</p> <p>C = 74-82 (Average)</p> <p>D = 65-73 (Below Average)</p> <p>U = 55-64 and below (Unsatisfactory)</p> <p>* = Not Graded</p> <p>ELA:</p> <p>M = Student meets or exceeds the grade level expectation or learning standard</p> <p>W = Student is working towards the grade level expectation or learning standard</p> <p>N = Student is not making progress toward grade level expectation or learning standard</p> | <p>O = Outstanding</p> <p>S = Satisfactory</p> <p>N = Needs Improvement</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

## STUDENT DISCIPLINARY PROCEDURES AND RESPONSES

| LEVELS                                                                                                                                                                                                                                                                                                                       | EXAMPLES                                                                                                                                                                                                                                                                                                                                                                                                              | PROCEDURES                                                                                                                                                                                                                                                                                                                                             | DISCIPLINARY RESPONSES                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>I.</b><br/>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p> | <p>Classroom/school disturbance;<br/>Dress Code Violation;<br/>Inappropriate displays of affection;<br/>Disrespectful language or gestures;<br/>Cheating and lying;<br/>*Bus disturbance;<br/>Tardiness;<br/>Disrespect;<br/>Misbehavior on school property;<br/>Non-defiant failure to complete assignments or carry out directions</p> <p>**Unlawful Harassment,<br/>***Vehicular/Driving violation, ****Hazing</p> | <p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior</p> <p>Repeated misbehavior requires parent/teacher communication with the counselor and/or administrator.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p> | <p>Verbal reprimand<br/>Behavioral contract;<br/>Parent conference (person or phone);<br/>Counseling;<br/>Withdrawal of privileges; Time-out room'<br/>Strict supervised study;<br/>Detention;<br/>Referral to office;<br/>Grade reduction in cases of cheating/plagiarism.</p> |
|                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>*Refer to School Board Policy #810, Transportation for response<br/>**Refer to School Board Policy #248, Unlawful Harassment<br/>***Refer to School Board Policy #223, Use of Bicycles &amp; Motor Vehicles<br/>****Refer to School Board Policy #247, Hazing</p>                                                                                   |                                                                                                                                                                                                                                                                                 |

| LEVELS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | EXAMPLES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                                                                      | DISCIPLINARY RESPONSES                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>II.</b><br/>Frequent or serious misbehavior that tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p> | <p>Continuation of LEVEL I misbehavior;<br/>Classroom/school disruptive behavior;<br/>Insubordination/defiance;<br/>Truancy/unexcused absences;<br/>*Smoking/tobacco;<br/>Using forged notes or excuses; Cutting classes;<br/>Gambling;<br/>Leaving school without permission;<br/>***Unlawful Harassment;<br/>Possession of dangerous objects;<br/>Violation of computer use policy;<br/>Physical altercation;<br/>Abuse/Destruction of School/Personal Property; Obscene Language or Gestures;<br/>Abusive Language;<br/>Failure to serve detention assignments;<br/>**** Hazing</p> | <p>Student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>A parental conference is held as a result of suspension.</p> | <p>Social probation;<br/>Behavioral contract;<br/>**In-school suspension;<br/>Referral to outside agency;<br/>Counseling/Referral for psychological evaluation;<br/>Parent-teacher/Parent administrator conference;<br/>**Temporary suspension;<br/>Detention;<br/>Citations filed in accordance with School Code;<br/>Smokeless Saturday;<br/>Restitution of Property Damages.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>*Refer to School Board Policy #222, Tobacco Use<br/>**Refer to School Policy #233, Suspension and Expulsion ***Refer to School Board Policy #248, Unlawful Harassment<br/>****Refer to School Board Policy #247 Hazing</p>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                     |



| LEVELS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | EXAMPLES                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DISCIPLINARY RESPONSES                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>III.</b><br/>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p> | <p>Fighting;<br/>Harmful Act;<br/>Theft/possession/sale of stolen personal property; Institutional Vandalism;<br/>Throwing objects;<br/>Assault (simple);<br/>Reckless driving on school property;<br/>Threats to others;<br/>Continuation of LEVELS I and II misbehavior;<br/>False fire alarm;<br/>*Violations of Controlled Substances Policy<br/>***Unlawful Harassment;<br/>Use or threatening to use a dangerous object;<br/>***Hazing<br/>Violation of Computer Use Policy</p> | <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff and/or appropriate law enforcement authorities or the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action of the school officials and/or legal authorities.</p> <p>A proper and accurate record of offense and disciplinary action is maintained by the administrator.</p> | <p>**Temporary removal from class;<br/>**Temporary or full suspension;<br/>or alternative program;<br/>Parent conference and/or hearing;<br/>Consulting/Referral for psychological evaluation;<br/>Charges under Pennsylvania Criminal Code;<br/>Restitution of property damages.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>*Refer to School Board Policy #227, Controlled Substances<br/>**Refer to School Board Policy #233, Suspension and Expulsion)<br/>***Refer to School Board Policy #248, Unlawful Harassment<br/>****Refer to School Board Policy #247, Hazing</p>                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                       |

| LEVELS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXAMPLES                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                      | DISCIPLINARY RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>IV</b></p> <p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>Approved July 24, 1995 Updated August 1, 1996 Updated March 1998 Updated July 24, 2000 Revised February 26, 2001 Revised July 9, 2007</p> | <p>Continuation of LEVELS I, II, and III misbehavior;</p> <p>Institutional Vandalism;</p> <p>Arson;</p> <p>Theft/possession/sale of stolen school property;</p> <p>Assault resulting in serious injury;</p> <p>Extortion;</p> <p>Bomb Threat;</p> <p>*Violation of Controlled Substances Policy;</p> <p>***Unlawful Harassment, ****</p> <p>Possession/Use/Transfer of a weapon.</p> <p>*****Hazing</p> <p>Violation of Computer Use Policy</p> | <p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment.</p> <p>Parents are notified.</p> <p>School officials contact law enforcement agency and assist in the prosecuting offender.</p> <p>A complete and accurate report is submitted to the Board for Board action.</p> | <p>**All verified offenses will result in a mandatory temporary and/or full suspension.</p> <p>Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies. Referral for psychological treatment;</p> <p>**Expulsion;</p> <p>Other Board action which results in appropriate placement;</p> <p>Alternative school or Homebound Instruction;</p> <p>Parent hearing;</p> <p>Restitution of property and damages.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>*Refer to School Board Policy #227, Controlled Substances</p> <p>**Refer to School Policy #233, Suspension and Expulsion ***Refer to School Board Policy #248, Unlawful Harassment</p> <p>**** Refer to Act 26 of 1995 and the appropriate BEC which provides for a one-year expulsion</p> <p>*****Refer to School Board Policy #247, Hazing</p>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Shippensburg Area School District - #210 Use of Medication**  
**Medication Administration Consent Form and Medication Order**

School Year \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade/Homeroom: \_\_\_\_\_

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving a prescription medication at school, each student must provide the school nurse with a Medication administration Consent form signed by the student's parent/guardian and a Medication Order signed by a licensed prescriber (MD, CRNP, PA, Certified Midwife). Administration of nonprescription medications shall require parental Medication Administration Consent, parental order and confirmation by school physician (confirmation will be obtained by school nurse after form has been returned to the school). Requested dosages and administration of nonprescription medications must follow manufacturer's recommendations as listed on the label/package. All medications, both prescription and nonprescription, must be in their original bottle/container from the pharmacy.

**Parent/Guardian Medication Administration Consent:**

I give my permission for my child \_\_\_\_\_, to receive the following medication during the school day. I understand that the medication will be given by school health personnel per instructions listed below. I have read and agree to comply with the "Use of Medication" Policy (#210) and "Possession/Use of Inhalers/Epinephrine Auto-Injectors" Policy (#210.1).

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

**Licensed Prescriber's Medication Order for prescription medication (or) parental order for nonprescription medication:**

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage, route and time of administration: \_\_\_\_\_

Special instructions (if necessary): \_\_\_\_\_

If this medication is an inhaler or an EpiPen, is this student capable of independently carrying and administering this medication? \_\_\_\_yes \_\_\_\_no

Licensed Prescriber's signature for prescription medications: \_\_\_\_\_

Licensed Prescriber's name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

School Physician's confirmation for nonprescription medication only: \_\_\_\_\_

(Confirmation from School Physician for nonprescription medication will be obtained by school nurse) Revised May 29, 2014

**Administrative Procedure - #210.1**  
Possession/Use of Inhalers/Epinephrine Auto-Injectors

- Possession and use of inhalers/epinephrine auto-injectors by students shall be in accordance with State law and Board Policy #210.1.
- Before a student may possess or use an inhaler/epinephrine auto-injector during school hours, the following is required:
  1. The student shall be made aware that the inhaler/epinephrine auto-injector is intended for his/her use only and may not be shared with other students.
  2. The student shall notify the school nurse immediately following each use of an inhaler/epinephrine auto-injector.
  3. Violations of this policy by a student shall result in immediate confiscation of the inhaler/epinephrine auto-injector and medication and loss of privileges.

My signature on this form indicates that I have read and will abide by the above information

\_\_\_\_\_  
Parent/Guardian Signature of Student Date

\_\_\_\_\_  
Signature of

School Nurse Use Only Below This Line

~~~~~

Capability for self-administration of inhaler/epinephrine auto-injector:

- _____ 1. Respond to and visually recognize his/her name
- _____ 2. Identify his/her medication
- _____ 3. Demonstrate the proper technique for self-administering medication
- _____ 4. Sign his/her medication sheet to acknowledge having taken the medication
- _____ 5. Demonstrate a cooperative attitude in all aspects of self-administration

Signature of School Nurse Date



SHIPPENSBURG AREA SCHOOL DISTRICT EDUCATIONAL TRIP FORM

School

Today's Date

Student's Name

Grade

Address

Dates of Absence

It is recommended the completed form be submitted to the building office prior to the absence.

1. Reason for absences: _____
2. Please write a detailed description of the itinerary and educational value of the trip on the back of this form or attach as a separate page.
3. Explain why this activity can only be visited or participated in during school hours.
4. My child will be accompanied/supervised by: _____

Parent/Guardian Name Printed

Signature of Parent/Guardian

Phone Number

FOR HIGH SCHOOL GRADES 9-12 ONLY: Have all your teachers initial this form before returning it to the office.

Block 1 _____ Block 2 _____ Block 3 _____ Block 4 _____

OFFICE USE ONLY:

Approved _____ Denied _____ Date _____

Reason for being denied: _____

Administrator's Signature

SASD Policy #204 - Trips of educational interest to students will be excused if they meet the following criteria:

- 1. The parent/guardian submits a written request for excusal prior to the absence.
- 2. The student's participation has been approved by the superintendent or designee.
- 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the superintendent or designee.
- 4. Any trip request denied by the building principal may be appealed to the superintendent or designee upon request of parent/guardian.
- 5. The student will be responsible for making up any work missed during the period of absence.

#2 Itinerary:

#3 Explanation:

**SHIPPENSBURG AREA SCHOOL DISTRICT
EXCUSE FOR ABSENCE, EARLY DISMISSAL, OR LATE ARRIVAL**

Please excuse _____, Grade _____, for being
Last First MI

absent/leaving early, or arriving late on _____. Pennsylvania school law and
(circle one) Date(s) / Time

SASD Policy 204 requires an explanation for each absence **WITHIN THREE SCHOOL DAYS.**

(Please state the reason)

Date

Signature of Parent/Guardian

**SHIPPENSBURG AREA SCHOOL DISTRICT
EXCUSE FOR ABSENCE, EARLY DISMISSAL, OR LATE ARRIVAL**

Please excuse _____, Grade _____, for being
Last First MI

absent/leaving early, or arriving late on _____. Pennsylvania school law and
(circle one) Date(s) / Time

SASD Policy 204 requires an explanation for each absence **WITHIN THREE SCHOOL DAYS.**

(Please state the reason)

Date

Signature of Parent/Guardian

**SHIPPENSBURG AREA SCHOOL DISTRICT
EXCUSE FOR ABSENCE, EARLY DISMISSAL, OR LATE ARRIVAL**

Please excuse _____, Grade _____, for being
Last First MI

absent/leaving early, or arriving late on _____. Pennsylvania school law and
(circle one) Date(s) / Time

SASD Policy 204 requires an explanation for each absence **WITHIN THREE SCHOOL DAYS.**

(Please state the reason)

Date

Signature of Parent/Guardian

CHROMEBOOK USER AGREEMENT

Student Agreement - As a student, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies of the Shippensburg Area School District both at school and at home.
- Protect my device by carrying it securely in my district-issued carrying case and preventing careless or malicious damage.
- Never leave my device unattended in an unsecure or in an unsupervised location.
- Charge my device's battery to full capacity each night.
- Report all damages to or issues with my Chromebook / Laptop to school staff.
- Not alter or attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my device.
- Never share my device with others.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations up to and including suspension or expulsion.

Parent/Guardian Agreement - I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Agreement and follows all district policies.
- Protecting the device, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child immediately reports damage to the school staff. For Chromebooks, complete replacement will not exceed \$375. Replacement touch screens will not exceed \$175, keyboard will not exceed \$70, and chargers will not exceed \$25.

In consideration of the privileges and opportunities afforded by the use of Shippensburg Area School District technology resources, I hereby release the district and its employees from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a device.

I also understand that it is impossible for Shippensburg Area School District to restrict access to all controversial materials and I will not hold the District responsible for materials accessed with a District Chromebook.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent Signature _____ Date: _____

Chromebook Serial Number: _____ Asset Tag Number: _____

Charger Serial Number: _____

HANDBOOK CONFIRMATION PAGE

After you have read the handbook, please complete the information below and **INITIAL** beside each statement that applies. Your signature on this form indicates:

_____ *I **have read** the student handbook and agree to abide by its provisions.

_____ *I **authorize** school personnel to provide and/or seek emergency care as necessary, including ambulance service for my child.

_____ *I **give permission** to have my child's picture taken for specific curricular activities and to be published on the Internet (District Webpage, Facebook, etc...) and in the local newspapers.

_____ I **understand** that student directory information (name, address, email address, telephone number, date of birth, place of birth, major field of study, participation in recognized activities and sports, dates of attendance, awards received, previous school districts attended, photograph, and height and weight, if a member of an athletic team) may be released without parental consent. **If you do not want your child's directory information released, you must submit a written letter to the school's Principal within 30 days of the first day of school.**

***Must be initialed for the form to be accepted.**

Signature of PARENT/GUARDIAN: _____ **Date:** ____/____/____

STUDENT'S NAME: _____

(Please print)

BUILDING: _____ **GRADE:** _____

HAVE STUDENT RETURN THIS FORM TO THE HOMEROOM TEACHER