

# SHIPPENSBURG AREA SCHOOL DISTRICT ELEMENTARY SCHOOLS

# STUDENT HANDBOOK

## 2023-2024

### ELEMENTARY SCHOOLS ADMINISTRATION

Grace B. Luhrs (GBLUES)

James Burd

Nancy Grayson

Intermediate School (SAIS)

Holly Garner

Andrea Pyles

Susan Martin

Teri Mowery

Director

Principal

Interim Principal

Principal

[HTGarner@ship.edu](mailto:HTGarner@ship.edu)

[andrea.pyles@ship.k12.us](mailto:andrea.pyles@ship.k12.us)

[susan.martin@ship.k12.pa.us](mailto:susan.martin@ship.k12.pa.us)

[teri.mowery@ship.k12.pa.us](mailto:teri.mowery@ship.k12.pa.us)

### SASD 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.

### VISION STATEMENT

Together we develop well-rounded, collaborative, critical thinkers.

### PROUD HOME OF THE GREYHOUNDS... GO, MAROON AND GREY!

#### *Alma Mater*

All hail our high school, its tower and bell, willing and eager its praises to tell.

To pledge allegiance, we'll sing loud and long, Shippensburg triumphant its glory in song.

Chorus

We love thee, Alma Mater, and loud our voices raise,

For all your patient teachings, this noble hymn of praise,

The world will need our service, In life, at work or play,

But deep inside, shall be a pride in our Maroon and Grey.

Lead on and serve well, ye, old grads and new. Make your old high school be proud of you.

Mid all life's ventures, if chance comes along, let's raise our voices in this tribute song.

*By Sarajane Angle (Custer) '50*



Board approved: August 14, 2023

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# Shippensburg Area School District Calendar 2023-2024

Board Approved Revised Date: 3/13/2023

AUGUST				
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	31	

14, 15 New Teacher Induction

21, 22 In-Service

24 First Day for students

6 student days/8 teacher days

NOVEMBER				
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	

10 No School students or teachers

13 In-Service

22 2-hour early dismissal

23-27 District Closed

28 Conference Swap Day In-service, No School for students or teachers

29 Start of 2nd Trimester (K-3)

16(63) student days/18(68) teacher days

FEBRUARY				
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	

16 Act 80 Day

19 District Closed-Snow make-up day

20(117) student days/20(123) teacher days

MAY				
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

27 District Closed

31 Last Day Early Dismissal

22(180) student days/22(186) teacher days

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 In-Service

4 District Closed

20 2-hour Act 80 early dismissal

19(25) student days/20(28) teacher days

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 2-hour early dismissal students and teachers (no dismissal if 12/21 snow make-up is used)

21 No School for students and teachers-Snow make-up day 2 hour dismissal

21 2-hour early dismissal for 12-month staff

22-29 District Closed

14 (77) student days/14(82) teacher days

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5 Start of 3rd Trimester (K-3)

20 2-hour Act 80 early dismissal

26 Start of 4th Marking Period (4-12)

28 2 hour early dismissal

29 District Close

20(137) student days/20(143) teacher days

## Early Dismissals

Sept 20 Act 80 – 2 hours  
Nov 22 Thanksgiving – 2 hours  
Dec 20 Winter Break – 2 hours  
Mar 20 Act 80 – 2 hours  
Mar 28 Spring Holiday – 2 hours  
Apr 17 Act 80 – 2 hours  
May 31 Last Day of School

Secondary @ 10:20am  
Elementary @ 11:00am

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 Act 80 Day

31 Start of 2nd Marking Period (4-12)

22(47) student days/22(50) teacher days

JANUARY				
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		

1 District Closed

12 In-Service

15 District Closed-Snow make-up day

22 Start of 2nd Semester (4-12)

20 (97) student days/21(103) teacher days

APRIL				
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			

1 District Closed

17 2-hour Act 80 early dismissal

21(158) student days/21(164) teacher days

## SCHOOL NOT IN SESSION

Sept. 1 In-Service Day – School Closed for Students  
Sept. 4 Labor Day – District Closed  
Oct. 9 Columbus Day – Act 80 Day School Closed for Students  
Nov. 10 Veteran's Day – School closed for Students & Teachers  
Nov. 13 In-Service Day – School Closed for Students  
Nov. 23-27 Thanksgiving Holiday – District Closed  
Nov. 28 Conference Swap Day In-service, No School for Students & Teachers  
Dec. 21 No School for Teachers or Students (snow make up day)  
Dec. 22-29 Winter Break – District Closed  
Jan. 1 Winter Break – District Closed  
Jan. 12 In-Service Day – School Closed for Students  
Jan. 15 MLK Day – District Closed (snow make up day)  
Feb. 16 Act 80 Day – School Closed for Students  
Feb. 19 President's Day – District Closed (snow make up day)  
Mar. 29 Spring Holiday – District Closed  
Apr. 1 Spring Holiday – District Closed  
May 27 Memorial Day – District Closed



## **WELCOME**

To Parents/Guardians and Our Youngest Greyhounds:

We extend a warm welcome to all new and returning Shippensburg Area School District students and their families as we begin the 2023-2024 school year. This year is full of opportunities for growth and success, and we are thrilled to be a part of your educational journey.

District administration takes immense pride in our exceptional teachers and staff, as well as our comprehensive curricular and extracurricular programs designed to meet our students' unique needs. We encourage all Greyhounds to approach this year with a positive attitude, an open mind, and enthusiasm for learning.

The Shippensburg Area School District Student Handbooks which include the Student Code of Conduct are annually reviewed and reflective of new and revised Board Policies. Please note that the building handbook is not a contract between the school District, parents, and students, and it can be amended at the discretion of the District. The administration will communicate policy or procedural changes enacted during the school year as necessary.

Parent or guardian and student cooperation is important to ensure the successful educational growth and development of each student. We hope Board policies, administrative guidelines, and this handbook will be helpful in developing this cooperation. Thank you for being an active member of the Greyhound community, and we look forward to a successful school year ahead.

*The Administration of the Shippensburg Area School District*

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

All Shippensburg Area School District Policies can be found [HERE](#). Policy manuals are also available in the Shippensburg Area School District Administration Office, 9318 Molly Pitcher Highway, Shippensburg.

## **NONDISCRIMINATION STATEMENT**

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. Leslee DeLong, Assistant Superintendent and Title IX Coordinator, in the Administration Building, 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).

## **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.

# YOUR DISTRICT...YOUR SCHOOL

## SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg, PA 17257  
717-530-2700 [www.shipk12.org](http://www.shipk12.org)

Shippensburg Area School District's Non-Discrimination Statement can be found [HERE](#) on our District's website.

## BOARD OF SCHOOL DIRECTORS

Dr. Nathan Goates, President	<a href="mailto:nathan.goates@ship.k12.pa.us">nathan.goates@ship.k12.pa.us</a>
Mrs. Steph Eberly, Vice President	<a href="mailto:steph.eberly@ship.k12.pa.us">steph.eberly@ship.k12.pa.us</a>
Mr. Jim Bard	<a href="mailto:jim.bard@ship.k12.pa.us">jim.bard@ship.k12.pa.us</a>
Mr. Levi Cressler	<a href="mailto:levi.cressler@ship.k12..pa.us">levi.cressler@ship.k12..pa.us</a>
Dr. Michael Lyman	<a href="mailto:michael.lyman@ship.k12.pa.us">michael.lyman@ship.k12.pa.us</a>
Mr. Kirk Naugle	<a href="mailto:kirk.naugle@ship.k12.pa.us">kirk.naugle@ship.k12.pa.us</a>
Mr. Fred Scott	<a href="mailto:fred.scott@ship.k12.pa.us">fred.scott@ship.k12.pa.us</a>
Mr. Charlie Suders	<a href="mailto:charlie.suders@ship.k12.pa.us">charlie.suders@ship.k12.pa.us</a>
Mrs. Becky Wolfinger	<a href="mailto:becky.wolfinger@ship.k12.pa.us">becky.wolfinger@ship.k12.pa.us</a>

The Board of School Directors meet on the second and fourth Monday of each month beginning with the Committee of the Whole Meeting starting at 7:00 p.m. followed by the Planning/Action Board Meeting at 8:00 p.m. Both meetings are held in the Shippensburg Area Senior High School Library unless otherwise noted. These meetings are open to the public.

## DISTRICT ADMINISTRATION

Mr. William August, Superintendent of Schools  
Mrs. Leslee DeLong, Assistant Superintendent of Schools  
Dr. Susan Donat, Director of Curriculum, Instruction, and Assessment  
Mrs. Lauren Zima, Director of Student Services  
Mr. Jeremy Eastman, Assistant Director of Student Services  
Mrs. Cristy Lentz, Business Administrator  
Mrs. Nicole Weber, Director of Human Resources  
Mr. Chad Kreitz, Director of Operations and Maintenance Director  
Dr. Troy Stevens, Director of Technology  
Ms. Sarah Fanus, Athletic Director  
Mr. Randy Bibey, Transportation Coordinator

## PHILOSOPHY STATEMENT

We believe . . .

- Education is a lifelong process and continuous improvement is a value we model and instill in our students.
- Educational excellence is a collaborative process and is a shared responsibility of the student, the family, and the staff.
- Educational experiences for students should be founded in the rigorous study of the academic disciplines.
- Educational experiences for students should enable students to become effective communicators, independent learners, motivated critical thinkers, and innovators.
- Our learning community should foster respect and understanding for every individual.
- Our learning community should promote responsible citizenship.
- Recruiting and retaining a high-quality staff is vital to achieving our mission.
- An involved and supportive community strengthens our School District.

## ELEMENTARY PRINCIPALS' MESSAGE

Welcome back to school, returning students and welcome to the Class of 2036! The administration, faculty, and staff look forward to meeting all of you and helping you to learn and grow. We have an exciting year ahead. Our number one mission is to support you in reaching your learning goals and in becoming good citizens of the Shippensburg Area School District community. This handbook has been prepared for you and your family as an introduction to our District and your school and as a reference guide. Becoming familiar with the information in this handbook, you and your family will not only be able to navigate the District and your school but also be able to tap into all the opportunities provided to you as a Shippensburg Greyhound. Please check out our District's philosophy statement below. As our youngest Greyhounds, we believe these principles are essential to fulfilling our mission.

Let's make it a great year, and GO, GREYHOUNDS!!!!!!

Yours in Education,

Holly Garner  
Director  
Grace B. Luhrs

Susan Martin  
Interim Principal  
Nancy Grayson

Andrea Pyles  
Principal  
James Burd

Teri Mowery  
Principal  
Intermediate

## PRINCIPAL'S PREROGATIVE

Exceptions to our elementary schools' procedures may be made only by the principal.

## ANNUAL NOTICE TO PARENTS

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 extra-curricular activities to the extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, 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. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the supervisor of special education or the appropriate building principal.

Lauren Zima  
Director of Student Services  
(717) 530-2700, extension 1041  
[lauren.zima@ship.k12.pa.us](mailto:lauren.zima@ship.k12.pa.us)

Jeremy Eastman  
Assistant Director of Student Services  
(717) 530-2700, extension 1043  
[jeremy.eastman@ship.k12.pa.us](mailto:jeremy.eastman@ship.k12.pa.us)



## QUICK REFERENCE ELEMENTARY SCHOOL CONTACTS

### Grace B. Luhrs University Elementary School (GBLUES)

#### **School Office: 717-477-1612**

Director	Holly Garner	<a href="mailto:HTGarner@ship.edu">HTGarner@ship.edu</a>
Administrative Assistant	Melinda Bender	<a href="mailto:MKBend@ship.edu">MKBend@ship.edu</a>

#### **Health Office**

School Nurse	Deanna Rand	<a href="mailto:DERand@ship.edu">DERand@ship.edu</a>
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#### **Counseling Office**

School Counselor	Kelly Ackley	<a href="mailto:kelly.ackley@ship.k12.pa.us">kelly.ackley@ship.k12.pa.us</a>
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### James Burd Elementary School

#### **School Office: 717-530-2780**

Principal	Andrea Pyles	<a href="mailto:andrea.pyles@ship.k12.pa.us">andrea.pyles@ship.k12.pa.us</a>
Building Secretary	Cheryl Diehl	<a href="mailto:cheryl.diehl@ship.k12.pa.us">cheryl.diehl@ship.k12.pa.us</a>
Building Secretary	Angie Pinckney	<a href="mailto:angie.pinckney@ship.k12.pa.us">angie.pinckney@ship.k12.pa.us</a>

#### **Health Office**

School Nurse	Kathy Merideth	<a href="mailto:kathy.merideth@ship.k12.pa.us">kathy.merideth@ship.k12.pa.us</a>
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#### **Counseling Office**

School Counselor	LeeAnn Rager	<a href="mailto:leeann.rager@ship.k12.pa.us">leeann.rager@ship.k12.pa.us</a>
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### Nancy Grayson Elementary School

#### **School Office: 717-530-2770**

Interim Principal	Susan Martin	<a href="mailto:susan.martin@ship.k12.pa.us">susan.martin@ship.k12.pa.us</a>
Building Secretary	Tina Hamilton	<a href="mailto:tina.hamilton@ship.k12.pa.us">tina.hamilton@ship.k12.pa.us</a>
Building Secretary	Sara Mailen	<a href="mailto:sara.mailen@ship.k12.pa.us">sara.mailen@ship.k12.pa.us</a>

#### **Health Office**

School Nurse	Teresa O'Neal	<a href="mailto:teresa.oneal@ship.k12.pa.us">teresa.oneal@ship.k12.pa.us</a>
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#### **Counseling Office**

School Counselor	Kelly Ackley	<a href="mailto:kelly.ackley@ship.k12.pa.us">kelly.ackley@ship.k12.pa.us</a>
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### Shippensburg Area Intermediate School

#### **School Office: 717-530-3189**

Principal	Teri Mowery	<a href="mailto:teri.mowery@ship.k12.pa.us">teri.mowery@ship.k12.pa.us</a>
Building Secretary	Christine Gallagher	<a href="mailto:christine.gallagher@ship.k12.pa.us">christine.gallagher@ship.k12.pa.us</a>
Building Secretary	Laurie Okuley	<a href="mailto:laurie.okuley@ship.k12.pa.us">laurie.okuley@ship.k12.pa.us</a>

#### **Health Office**

School Nurse	Sarah Covell	<a href="mailto:sarah.covell@ship.k12.pa.us">sarah.covell@ship.k12.pa.us</a>
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#### **Counseling Office**

School Counselor	Molly Onomastico	<a href="mailto:molly.onomastico@ship.k12.pa.us">molly.onomastico@ship.k12.pa.us</a>
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# GENERAL INFORMATION

## ACCESSIBILITY

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 when moving to a new address 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.

## ARRIVING AT SCHOOL AND AFTERNOON DISMISSAL

### Grace B. Luhrs University Elementary School Schedule

**8:50 am - 3:20 pm**

### James Burd Elementary School Schedule

**8:40 am - 3:10 pm**

**Students should arrive at school between 8:20 am and 8:30 am.** If your child arrives inside the building after 8:40 am, 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 Elementary School Schedule

**8:55 am – 3:25 pm**

**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 am, you need to report to the office with them. A late arrival slip will be completed to send with your child to their classroom.

### Shippensburg Area Intermediate School Schedule

**8:40 am - 3:10 pm**

**Students should arrive at school between 8:20 am and 8:30 am.** If your child arrives inside the building after 8:40 am, you need to report to the office with them. A late arrival slip will be issued and sent with your child to their classroom.

Students 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 to afternoon routine if it is for a specific day only.

Any student who reports to a teacher or the office that they will be picked up after school and has not brought a note from a parent/guardian will be sent home via their regular mode of transportation. We understand there are emergency cases. However, for your child's safety, we ask parents to 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.

## ATTENDANCE

[Policies 204 & 218](#)

State law mandates compulsory attendance for school-age children as outlined in District Policy 204. This policy is enforced for all students grades K-12. Regular attendance has a significant effect on your child's success in school. Our instructional programs rely on the continuity provided by regular school attendance. We encourage and appreciate your assistance in establishing a regular attendance pattern for your child.

The school laws of Pennsylvania require the regular attendance of all children from the time they are enrolled in the public schools, which shall be no later than age six (6) up to eighteen (18) years of age.

Students may be excused for the following reasons with a parent/guardian note:

- Illness
- Quarantine
- Recovery from an accident
- Required court attendance
- Death in the family
- Educational tours and trips, with prior approval

Any student arriving at school after the time listed above but before 12:00 pm will be considered a late arrival.

Any student arriving at school after 12:00 pm will be considered half day absent.

### **Reporting Absences**

- Student absences must be recorded as excused or unexcused by school district 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 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.

Truancy is absence without the knowledge or approval of the parent/guardian. Students must provide a written excuse, signed by a parent/guardian, within three days of any absence. Students charged with truancy may be assigned discipline by the administration and may make up any work for the time of absence.

Any student who fails to bring in a valid written excuse within three days of his/her return to school will be charged with an **unexcused or illegal** absence.

### **Early Dismissals/Excused Absences for Appointments**

Parents wishing to have their student excused early for such things as unavoidable professional 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 professional appointments will be required to return a medical excuse form signed by the healthcare provider. Students will not be released to the custody of a person other than the parent unless written permission is granted by the parent.

Students who are sent home early by the school nurse shall be excused for that day.

### **Late Arrival to School**

Students arriving late must be signed in by a parent at the main office of the K-3 buildings. Notes from professional appointments are always approved. Parent/Guardian notes are always accepted and reviewed based on criteria set forth by the state and the District. When students are habitually tardy without an approved reason/note, the principal will contact parents, and consequences may be assigned to the student.

### **Educational Trips**

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

- An **Educational Trip Request** form should be filled out and signed by a parent/guardian and initialed by the student's teachers. It is recommended the completed form be submitted at least five (5) days prior to the absence. Educational Trip Request forms are available in the office, on the District website, or by clicking [HERE](#)
- The student's participation has been approved by the Administration or designee
- The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Administration or designee
- Any request denied by the principal may be appealed to the Superintendent or designee
- The student will be responsible for making up any work missed during the period of absence. It is the expectation that schoolwork will be completed during the absence. Tests and quizzes should be completed upon the student's return to school.
- Up to ten (10) days per school year will be permitted as **excused absences**.

### **Attendance of Students Experiencing Homelessness**

Shippensburg Area School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other District students. The District Homeless Liaison along with school staff shall identify homeless children within the District, encourage their enrollment and **regular attendance**, and eliminate existing barriers to their education. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include the following conditions:

- Living in hotels, motels, and campgrounds
- Living in emergency shelters, either transition or domestic violence
- Awaiting foster care
- Unaccompanied youth and runaway children
- Families temporarily doubled up due to loss of housing
- Living in cars, parks, and public spaces

Click the links below for more information.

<https://shippensburgarea.schoolinsites.com/homelessfinancial>

<https://ecyeh.center-school.org/>

### **Make-Up Work**

When a student is absent from school for any reason, they are responsible for making up missed work. This work should be made up within the same number of days that the student was absent.

If a student knows an absence is going to occur, such as an educational trip, they should notify their teachers and get assignments before leaving. Please email your child's teacher or contact the school office to arrange for make-up work.

## **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 agreements 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.

## **COMMUNICATION SYSTEMS**

The District uses several School Communication Systems in an effort to keep families informed of school information and events. These systems have the capability to alert staff and parents in the event of a weather delay or school cancellation and serve to keep families informed of student attendance, school activities, important dates, and other information.

### **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), current grades, and progress reports. Please call the school office for assistance with setting up your account.

### **Skylert**

In the event of an emergency, the Skylert system has the capacity to contact all phone numbers and email addresses for every student. 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.

### **Facebook**

The District and each school has their own Facebook page which contains up-to-date information about school happenings.

Check out the District's Facebook page [HERE](#).

To view your child's school's Facebook page, search Facebook by the name of the school and then "Like" the page. Please do not send Messages through Facebook Messenger as it is not monitored by school staff.

### **Twitter**

The Shippensburg Area School District maintains an Athletics Twitter account, which provides up-to-date information on Greyhound athletics. Visit us [@SasdAthletics](#) to support the Greyhounds.

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

The District is not responsible for personal articles brought to school or to school activities held off school campus, even in the event the articles are used during participation 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.



## **DISTRIBUTION OF MATERIALS BY STUDENTS**

### **[Policy 220](#)**

Students will be permitted to distribute materials in school in accordance with School Board Policy 220. Advanced permission to distribute materials must be obtained by submitting a copy of the materials to the building principal at least five (5) school days prior to the time in which the materials are to be displayed or distributed.

## **DISTRICT ATHLETIC EVENTS**

All students in grades 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.

## **DRESS CODE**

### **[Policy 221](#)**

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 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 sexually explicit connotations are not allowed.

### **Safety/Health Considerations**

- Coats and excessively baggy pants, which may be used to conceal weapons or contraband, may not be worn during the school day. Coats may 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 are 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 must 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 Harassment 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 cause 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.

### **ELECTRONIC DEVICES**

[Policy 237](#)

Electronic devices include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data, or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Electronic device use is **prohibited at all times** in the elementary buildings unless special permission is granted by the principal or the classroom teacher.

### **ENROLLMENT/PLACEMENT OF STUDENTS**

[Policies 200, 201 & 206](#)

#### **Registration**

Student registration procedures and forms for families who wish to enroll their children in the Shippensburg Area School District can be found on the [District website](#).

Upon completion of the online registration form,, a District employee will contact the parent/guardian to schedule a registration appointment

Parents/Guardians enrolling students in the District must provide the following documentation:

- two (2) proofs of residency
- current immunization records
- copy of birth certificate
- special education, 504 agreement, or gifted program documents if applicable
- legal documents pertaining to child custody if applicable

Required documentation must be provided to finalize enrollment and should be brought to your registration appointment.

More information and paperwork can be found on the [District website](#) by clicking on the “Student Registration” icon. If you need assistance with the online registration process, please call (717) 530-2700, extension 1012.

Kindergarten registration is conducted each spring. The District will notify parents/guardians of kindergarten registration via letters, school notices, and local media.

To be eligible:

- Children must be residents of the District.
- Kindergarten students must be five (5) years of age on or before September 1<sup>st</sup>.
- Children entering first grade as new school enrollees must be six (6) years of age on or before September 1<sup>st</sup>.

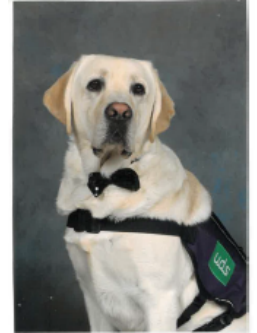
## **Class Assignment**

The Board directs that the assignment of students to classes and schools within the District and within each school shall be consistent with the educational needs and abilities of students and the best use of the resources of the District. The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school. Questions about student assignments and schedules should be directed to the Building Principal.

## **FACILITY DOG**

Shippensburg Area Intermediate School has a facility dog on-site daily. The dog is from the United Disabilities Service, has extensive training, and wears a service vest during the school day. Our service dog is a Labrador Retriever named Harry. Students have the opportunity to interact with Harry throughout the school year. He is in and out of classrooms throughout the day and is utilized to encourage and motivate students.

Parents should inform the nurse's office if their child has a dog allergy and are encouraged to contact the office with any questions regarding the facility dog.



## **FIELD TRIPS**

### **[Policy 121](#)**

As a part of the educational program of the School District, children may have the opportunity to participate in 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 and guidelines pertaining to student discipline and the Student Code of Conduct are in effect for the duration of school-sponsored field trips.

Field trips are supervised by school staff who are assisted by chaperones. There are, at a minimum, two 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.

You can find more information about volunteering in our schools [HERE](#).

## **FOOD SERVICES PROGRAM**

### **[Policies 246 & 808](#)**

A nutritional school breakfast and lunch are served every day school is in session. The daily menu consists of five meal components that comply with federal and state regulations. The five components consist of meat/meat alternative, bread/bread alternative, vegetable, fruit, and milk.

What's for breakfast? What's for lunch? Click [HERE](#) for the menus.

Visit the Food Service Department's [WEB PAGE](#) to review the price of meals, menus, calories and nutritional information, make payments, and to access the free/reduced lunch form.

Payment methods for school meals and/or a la carte items:

- Online payments through your student's Skyward school account by selecting the Food Service icon or icon located on the Food Service Department's web page. \*Note: A 3.49% convenience fee is added to the deposit total for online payments.

- 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.
- Check made payable to SASD Café
- Cash sent to school with your child

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 school office, through the Food Service Offices by calling 717-530-2700, or click [HERE](#).

All funds deposited remain in a student's account until used. Any balance, at the end of the school year is forwarded to the student's account for the following school year. Refunds are issued when a student graduates or moves out of the District. Parents/Guardians should contact the Food Service Office at 717-530-2722 to arrange for a refund.

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

### **Food Service Feedback and Input**

The SASD Food Service Department welcomes input from students, parents, administration, and community members. The "regular" or menued school lunch program is operated under the National School Lunch Program (NSLP). All regular lunches served must meet strict criteria for foods offered, amounts, and nutritional content as stipulated in the **Healthy Hunger Free Kids Act of 2010**. The NSLP is monitored and audited by both federal and state agencies. Due to the Federal and State regulation of the NSLP, the regular or menued lunch is exempt from the Wellness Policy.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

**Mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**Fax:**  
(833) 256-1665  
or  
(202) 690-7442

**Email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

Shippensburg Area School District is an equal opportunity provider.

Contact the Wellness Program Coordinator: Dr. Susan Donat, (717) 530-2700 or [susan.donat@ship.k12.pa.us](mailto:susan.donat@ship.k12.pa.us)

Contact the Food Service Office: 717-530-2722 or [cafe@ship.k12.pa.us](mailto:cafe@ship.k12.pa.us).

## **PARENT CONFERENCES AND REPORTS TO PARENTS**

### **Policy 212**

Parent/Teacher conferences are scheduled around or immediately after the first grading period.

Please note that a parent may also 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 to 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 or as a printed copy to be sent home with the child by request.

## **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 the Physical Education program. Your child is expected to swim during the scheduled swim classes.

## **SCHOOL-ISSUED SUPPLIES AND TECHNOLOGY**

### **Policies: 224 & 815**

### **Textbooks and Supplies**

All required textbooks and some school supplies will be furnished by the District without charge. They remain the property of the school. Students are expected to take care of all books and supplies and will be held responsible for any loss or damage.

Parents or guardians and/or students will be charged to replace lost or damaged books and District-issued technology at current value.

### **Technology and Internet Use**

The Internet, the network, 1:1 District-assigned devices, and other technology resources are to be used to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of the Internet, the computers, and the network are a privilege, and not a right. Inappropriate, unauthorized and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary actions will be taken.

Go Guardian is used at Shippensburg Area School District to monitor student use of Internet sites.

Prohibited uses include, but are not limited to:

- Playing games (unless prior approval has been given)
- Exploring the network
- Manipulating others students' work (including deleting, modifying, or moving)
- Printing anything that is not class-related

The following items are considered inappropriate use unless the student is directly following a teacher's instruction: email, downloading files, and network chats.

**Students are strictly prohibited from installing software on District devices or on the network.\*\***

No student may delete the Internet tracking records, change system settings (including, but not limited to backgrounds, icons, screensavers, and network settings).



The Internet may be used for recreational research as long as the supervising teacher approves the research; it does not violate District policy; and no other student wants to use the computer for school-related work.

**Technology and Internet Policy Violations**

First Offense	Loss or restriction of technology privileges at administration’s discretion Detention or Suspension at the teacher’s and administration’s discretion Criminal prosecution at the discretion of administration* **
Second Offense	Loss or restriction of technology privileges at the administration’s discretion Detention or suspension Criminal prosecution at the discretion of administration* **
Subsequent Offenses	Consequences assigned by administration Loss or restriction of technology privileges Criminal prosecution at the discretion of administration* **

\*Under Pennsylvania law, it is a felony punishable by fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter, or damage any computer systems, networking, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization.

Knowingly and without authorization, disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software.

\*\*Title 17 of the United States Code prohibits duplicating software for profit, making multiple copies for use by different users within an organization, and giving an unauthorized copy to another individual. Criminal penalties for copyright infringement include fines up to \$250,000.00 and jail terms up to five years or both. Civil action may be instituted for injunction, actual damages (including infringer’s profits), or statutory damages up to \$100,000.00 per infringement (Policy 815).

**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. Photographs may then appear in District and/or school publications, websites, or social media sites. On occasion, schools may be visited by the news media (usually local television stations and newspapers) to photograph or audio/videotape students. Interviews may 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 *SASD Student User Agreement* form.

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.

## **VOLUNTEERS**

### **[Policy 916](#)**

The Shippensburg Area School District values its community members! Volunteer 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 in which you wish to serve also depend on your personal interests, background, and expertise.

Check out the **[Volunteer page](#)** on the District's website for information on what steps you need to take in order to become a volunteer. Detailed information and mandated clearance forms are included in the **[Volunteer Handbook](#)**.

# SAFETY & SECURITY

## EMERGENCY PREPAREDNESS

[Policy 805](#)

### **Building Emergency Procedure Drills**

Emergency procedure drills (building evacuations, lockdowns, shelter-in-place, fire drills, weather drills) are conducted throughout the school year. Procedures for drills have been reviewed with school staff and are posted in each classroom. Students and visitors are required to follow the directions given by school staff.

Students should evacuate the building under the direction and guidance of District staff using the route posted in each classroom or area of the building.

### **School Closing**

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 announced via typical District communication systems. The School District homepage should be considered the most reliable source of closing information.

### **Evacuation**

In the event of a school evacuation, specific instructions will be given through the Public Announcement system, teachers, or other authorized personnel. The following procedures are standard for any evacuation:

- Student cooperation is imperative
- School will be resumed within a reasonable length of time if it is deemed safe to return to the building
- Standard disciplinary action will be taken for students who fail to return to the building upon direction
- Parent cooperation is requested in supporting District procedures

### **Weather Warning**

In the event of a county or state-issued weather warning, students and staff in classrooms should move to their designated safety areas as posted in each classroom.

### **Skylert School Communication System**

Skylert School Communication System is used to keep families informed of school information, events, weather delays, and school cancellations. The system will also keep families informed of student attendance, school activities, and other information. In the event of an emergency, the system has the capacity to contact all database phone numbers and emails for each student.

**It is important to keep contact information up-to-date by contacting the school if phone numbers and emails have changed or been added.**

## SEARCHES

The administration, under the direction of the Superintendent, may conduct searches of the building and grounds utilizing law enforcement resources such as dogs trained to locate illegal drugs or weapons/bombs. Students are required to remain in their assigned classrooms during a search. Direct access to the campus will be restricted.

## **SECURITY CAMERAS**

### **[Policy 713.1](#)**

Security Cameras have been installed to promote a safe and secure school environment and monitor school activities at all times. Refer to Board policy for further information.

## **VISITORS**

### **[Policy 907](#)**

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 are welcome at our school. All persons entering the building other than students and authorized personnel will be considered visitors.

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 Board policy.

For the safety and welfare of students and staff as well as to minimize interruption to instruction, the following procedures are in place:

Visitors must:

- Enter the main entrance at the front of the building
- Press the call bell and identify themselves to gain entry into the main office
- Insert a valid ID (driver's license, real id, etc.) into the School Check-In Scanner
- Wear a badge for the duration of the visit
- Report directly to the area where they are working/visiting
- Sign out in the office at the conclusion of the visit

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.

Students may not bring visitors with them or invite others to visit, especially during school hours without administrative approval. Trespassers on school property will be prosecuted to the fullest extent of the law as per Act 116 of 2002.

## **WEAPONS**

### **[Policy 218 & 218.1](#)**

Possession, carrying, using, or passing of weapons in the school setting is a threat to the safety of students and staff, presents a health hazard for the entire school community, and is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any District buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. Administrative discretion may be used to impose alternative consequences.

# TRANSPORTATION

## BUS TRANSPORTATION REGULATIONS

### [Policy 810](#)

The District provides roundtrip transportation to and from school for all middle school students who live 1.5 miles or more from the high school campus. In addition, buses are used for District-approved field trips, special programs, and athletic events.

Prior to the start of each school year, notification will be sent via Skylert to parents regarding busing information. You will log into Skyward to view bus information.

Contact the school office if your child's busing needs change throughout the year.

Answers to some of the most frequently asked questions (FAQ) can be found on the [District's website Transportation page](#).

Contact the Transportation Office if:

- You need prior authorization for transfer of stops and/or routes. Students are not permitted to transfer to other stops and/or routes without prior authorization.
- You have concerns or unanswered questions.

Transportation Office - 717-530-2730, extensions 1062 or 1066  
Mr. Randy Bibey, Transportation Coordinator  
[randy.bibey@ship.k12.pa.us](mailto:randy.bibey@ship.k12.pa.us)

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 (10) 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 to 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.
- Students may only board and disembark at their assigned bus at their assigned stop location.
- Parents may request that morning and afternoon stops may differ, but they must be the same each day of the week.
- Video or audio recording may be used on any District-owned or contracted transportation vehicle at any time.
- Student health information should be provided to your child's bus driver to ensure the safety of the student while riding the school bus. The form is located on the District website under the Parents/Community tab, using the [SASD Forms Quick Link](#).

Please remember that the driver of any school transportation vehicle 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. The privilege of riding the school bus is conditional upon behavior expectations.

This privilege may be removed by the 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.

All concerns regarding student behavior are addressed by the building administrator. Concerns regarding the bus service, including the drivers, are addressed to the Boyo Transportation Company.

### **AUTOMOBILES ON SCHOOL PROPERTY**

Parents/Guardians 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/Guardians 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.

### **BICYCLES**

[Policy 223](#)

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

## **ACTIVITIES**

Administration and staff encourage you to get involved in our school culture. We have school service roles, musical performances, instrumental lessons for grades 4 and 5, PTO-sponsored events, and academically-related activities from which you may choose.

### **STUDENT ORGANIZATIONS & EQUAL ACCESS**

[Policy 122](#)

The Board of School Directors believes that the goals and objectives of the School District are best achieved through robust and diverse 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 speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents, or employees.

### **ATHLETICS...GO, GREYHOUNDS!**

Become a spectator of the SASD Greyhounds. Check out our Athletics page on the District website for [game schedules](#).

# ACADEMICS

## PARENT & STUDENT ACCESS TO CURRICULUM

[Policies 105 & 105.1](#)

## STUDENT GRADING SYSTEM

### Elementary Marking Periods

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 on the dates in the chart below. 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 22, 2023	Report Cards Issued	December 1, 2023
2 <sup>nd</sup> Trimester Ends	March 4, 2024	Report Cards Issued	March 12, 2024
3 <sup>rd</sup> Trimester Ends	May 31, 2024	Report Cards Issued	May 31, 2024

SAIS and GBLUES, grades 4 and 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 dates in the chart below. These dates are subject to change after the start of the school year based on changes to the school calendar.

1st Marking Period Ends	October 30, 2023	Report Cards Issued	November 7, 2023
2nd Marking Period Ends	January 19, 2024	Report Cards Issued	January 26, 2024
3rd Marking Period Ends	March 25, 2024	Report Cards Issued	April 3, 2024
4th Marking Period Ends	May 31, 2024	Report Cards Issued	May 31, 2024

### SAIS Grading Scale

ELA	<b>M</b> Meets or exceeds the grade level expectation or learning standard <b>W</b> Working towards the grade level expectation or learning standard <b>N</b> Not making progress towards grade level expectation or learning standard
Math, Science & Social Studies	<b>A</b> 100-92 (Excellent) <b>B</b> 91-83 (Above Average) <b>C</b> 82-74 (Average) <b>D</b> 73-65 (Below Average) <b>U</b> 64-55 and below (Unsatisfactory) <b>*</b> Not Graded
Specials	<b>O</b> Outstanding <b>S</b> Satisfactory <b>N</b> Needs Improvement

## **ENGLISH LANGUAGE DEVELOPMENT**

You can find information about our English Language Development services [here](#).

Do you have any questions? Please contact: Dr. Susan Donat  
Director of Curriculum, Instruction, and Assessment  
(717) 530-2700, extension 1003

## **HOMEWORK**

[Policy 130](#)

Homework assignments are intended to support student learning by offering additional practice of skills and fostering a home-school connection. Homework assignments may include reading, review of concepts, problem solving, projects, practice to develop basic skills, or learning factual material. We strongly urge parents to support this aspect of student learning by taking interest in homework assignments and providing an appropriate place and time for students to complete their assignments. Students are responsible for completing all assignments.

## **ASSESSMENTS**

[Policy 127](#)

Assessments are designed to measure a student's progress over time. In the spring, the Pennsylvania State System of Assessment (PSSA) is administered to all third, fourth, and fifth grade 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 school-based assessment are an integral part of assessing the immediate and ongoing progress of our students.

## **TITLE I – PARENT INVOLVEMENT**

[Policy 918](#)

The Shippensburg Area School District recognizes that parent involvement contributes to 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 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 shall ensure that information and reports provided to parents are in an understandable and uniform format and, to the extent practicable, in a language that parents can understand.

Parents shall be given the opportunity to participate in the design, development, and evaluation of the school-wide plan. Parents are 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.

# STUDENT SERVICES

The Student Services team supports our students and their families with District programming, internal services, and external partnerships to meet all students' unique needs. The District realizes that non-academic factors are significant in a child's readiness to learn and future success. Student Services include:

School Counseling  
Special Education  
504 Agreements

Social Workers  
Gifted Education  
Foster Care Services

Health Care Services  
Students Experiencing Homelessness

## HEALTH SERVICES

[Policies: 203, 209, 210, 210.1, 246](#)

### Certified School Nursing Staff

Professionally certified school nurses 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 or guardian will be notified. An emergency contact to assume responsibility if the parent or guardian is unavailable should be named on the student's emergency form.

### 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 atypical symptoms or symptoms associated with 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.

### Exams and Screenings

- Physical examinations - **required** upon original entry into school and in the 6th and 11th grades
- Dental examinations - **required** upon original entry and in the 3rd and 7th grades
- Height, weight, and vision screenings - conducted yearly
- Hearing screenings - conducted in kindergarten, 1st, 2nd, 3rd, 7th, and 11th grades
- Scoliosis Screening - conducted in 6th and 7th grades

The Pennsylvania Department of Health mandates the examinations listed above. The school recommends that these exams be done by the family health professional and dentist who knows the child. A required form must be completed and signed by the family physician and dentist.

The District will provide these services free of charge if the parents or guardians are unable to have these examinations completed by their family medical professional or dentist.

A student who presents a statement signed by their parent or guardian that a medical examination is contrary to their religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

### Medication

#### *General Guidelines*

As per Board policy 210, when prescription and non-prescription medications need to be administered at school, stringent guidelines must be followed.

- A District form must be completed. Click [HERE](#) to access the form.

- All medication must be delivered to the school in the original bottle or packaging from the pharmacy or health care provider's office and clearly labeled with the student's name and directions for use.
- Medication cannot be transported to the school on District buses or vans.

All medication must be kept in the nurse's office, except for approved asthma inhalers and emergency bee sting kits. The school nurse maintains a record of all administered medications.

Contact the School Nurse with questions or concerns.

### ***Prescription Medication***

Administration of medication shall be done only in circumstances when the child's health may be jeopardized without it. A District medication form, completed and signed by the health care provider and the parent or guardian, is required before any prescription medication can be administered at school. Students or parents of a student must notify the school nurse upon being prescribed medication for self-administration.

### ***Non-Prescription Medication***

Over-the-counter medication administration requires the parent/guardian to complete and sign the appropriate District form.

Acetaminophen (generic Tylenol), antacid (generic Tums), or cough drops may be administered to students as per SASD Policies and Protocols for School Health Services and at the discretion of the school health room personnel. Parent/Guardian permission must be indicated on the yearly Medical Update Form to be administered. 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. Parents will be notified if a student requires more than one dose (325 mg Acetaminophen) 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

### **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 4th birthday and at least 6 months after previous dose.
- Measles (Rubeola) – two properly spaced doses of live attenuated measles containing vaccine (preferably MMR II) 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 MMR II) 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 MMR II) 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 their 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.

## **Head Lice**

## **Policy 209.2**

Students found to have head lice will need to receive treatment prior to returning to school. The school nurse will examine the student with the parent or guardian present before the student is permitted to return to school.

## **Wellness**

The District realizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes wellness, proper nutrition, nutrition education, promotion of physical wellness, and opportunities for regular physical activity as part of the Greyhound learning experience.

Check out our school lunch menu [HERE](#).

## **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 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.

## **Health Forms**

You can find our Health Forms [HERE](#).

## **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.

GBLUES  
James Burd  
Nancy Grayson  
SAIS

Kelly Ackley  
LeeAnn Rager  
Kelly Ackley  
Molly Onomastico

[kelly.ackley@ship.k12.pa.us](mailto:kelly.ackley@ship.k12.pa.us)  
[leeann.rager@ship.k12.pa.us](mailto:leeann.rager@ship.k12.pa.us)  
[kelly.ackley@ship.k12.pa.us](mailto:kelly.ackley@ship.k12.pa.us)  
[molly.onomastico@ship.k12.pa.us](mailto:molly.onomastico@ship.k12.pa.us)

Click [HERE](#) to visit the Career and Counseling Center Website.

## **SOCIAL WORK SERVICES**

The District provides Social Work Services to assist students and families with accessing community-based services as a way of meeting students' and their families' needs, including food, shelter, and medical care. In addition, the District social workers have 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.

Elementary Social Worker

Amanda Sigrist

[amanda.sigrist@ship.k12.pa.us](mailto:amanda.sigrist@ship.k12.pa.us)

## **STUDENTS EXPERIENCING HOMELESSNESS**

[Policy 255](#)

### **McKinney-Vento Act – Educational Rights of Homeless Children and Youth**

The Shippensburg Area School District is committed to what is in the best interest of children and youth experiencing homelessness and educational instability. The District is responsible for enrolling homeless children and youth in school with their best interests at the forefront of decision making and for providing prompt and sensitive services to parents and children who need assistance. Whenever feasible, the District will minimize the effects of transition by maintaining a stable educational environment.

#### **Who is considered displaced/homeless under the McKinney-Vento Act?**

Students are considered homeless if they lack a fixed, regular, and adequate nighttime residence, even if the temporary residence is outside of the District.

Students living under the following conditions are considered homeless:

- Living with friends or relatives due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, or trailer parks used to house homeless families
- Living in an emergency shelter or transitional shelter
- Living in a 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 above criteria or have questions regarding homelessness or educational instability, please call the District's homeless liaison:

Mrs. Lauren Zima

Director of Student Services and Homeless Liaison

(717) 530-2700, extension 1041

#### **What are the rights of children experiencing homelessness?**

Our school provides equal access to all students regardless of their living situation. Children and youth experiencing homelessness have specific rights:

- Immediate enrollment in school, and when desired or feasible, at the school of origin
- Prompt provision of necessary services, such as transportation and food services
- Appropriate support services and programs for which they are eligible, such as 504 plan support, gifted support, special education, vocational education, preschool services, and the federally funded Title I program
- Parent/guardian involvement in school activities

If you are experiencing homelessness (as defined above) or know of a child or youth experiencing homelessness, please contact:

Mrs. Lauren Zima  
Director of Student Services and Homeless Liaison  
(717) 530-2700, extension 1041  
[lauren.zima@ship.k12.pa.us](mailto:lauren.zima@ship.k12.pa.us)

Ms. Amanda Sigrist  
Elementary Social Worker  
(717) 530-2700, extension 3903  
[amanda.sigrist@ship.k12.pa.us](mailto:amanda.sigrist@ship.k12.pa.us)

Resources:

- [Shippensburg Community Resource Coalition \(SCRC\)- including Hound Packs, Food Resource Guide, Summer Opportunities, and youth programs\)](#)
- [Tri County Community Action](#)
- [Shippensburg Produce and Outreach](#)
- [SASD McKinney-Vento Resource Page](#)

## **SPECIAL EDUCATION SERVICES**

### **Child Find, IDEA, and Section 504 Services**

**[Policies: 103.1, 113, 113.1](#)**

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
- Intellectual Disability
- Mentally Gifted
- Multi-Handicapped
- Neurological Impairment
- Other Health Impairments
- Physical Disability
- Serious Emotional Disturbance
- Speech and 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 only 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, please contact:

Mrs. Lauren Zima, Director of Student Services  
(717) 530 2700, extension 1041  
317 North Morris Street  
Shippensburg, PA 17257

Mr. Jeremy Eastman, Asst. Director of Student Services  
(717) 530-2700, extension 1043  
317 North Morris Street  
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; in writing, please contact the Director of Student Services or building principal listed above.

### **Gifted Education Services**

The Shippensburg Area Middle School supports educational programming and services for Pennsylvania students identified as academically gifted.

Students can be identified as academically gifted through a District-wide screening procedure. Due process will be followed regarding placement of identified students. Any student who is not formally identified may apply for admission to this program by contacting a middle school counselor.

### **Safe2Say**

On January 14, 2019, the Commonwealth of Pennsylvania activated the Safe2Say Something anonymous tip line, a key component of Pennsylvania Act 44 of 2018. The tip line is operated and monitored 24/7 by the Office of the Attorney General where tips are reviewed, classified, and forwarded to the appropriate school district. Tips that are found to contain information that may indicate a "life safety" issue are also forwarded to the Cumberland County 911 Center.

Students, parents, and community members can submit tips via three (3) methods:

- 1) A free mobile application available for Apple and Android devices
- 2) By visiting [www.safe2saypa.org](http://www.safe2saypa.org)
- 3) By calling 1-844-SAF2SAY (1-844-723-2729)

As always, we strongly encourage anyone with information relating to the safety of our schools to report these concerns immediately. **Tips that are generally reported include, but are not limited to, tips regarding violence against students or facilities, tips regarding self-harm, and tips regarding substance abuse.** In addition to the Safe2Say Something program, our community is reminded that any concerns can also be reported directly to a school District official and to our partners in local and state law enforcement.

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

Elementary students who may be experiencing learning/social/emotional challenges 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, school counselor, or building principal.

# STUDENT CODE OF CONDUCT

The Shippensburg Elementary Schools Use Positive Behavior Instructional Support (PBIS). The students will be instructed on ways to Be Safe, Be Respectful, and Be Ready/Responsible in all ways while at school. PBIS includes positive support for students displaying appropriate behavior through many types of recognition. Increased supports for students who are struggling with making appropriate behavioral choices are implemented through increased levels of school support and parent contact. Parents/Guardians 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.

## **THE SASD APPROACH**

- Use a common philosophy of student behavior practices
- Foster a positive school climate
- Teach explicit lessons which address skills needed for success
- Provide clear expectations for student behavior (see below)
- Use an acknowledgement system to inspire positive personal choices and build school spirit

## **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 of Conduct.

**C. Teacher** - Every teacher works with future generations. 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 the principal's assistance.
- Set a good example in regard to dress, behavior, and language.
- Handle individual infractions privately and avoid group consequences 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 ensure that all discipline cases referred are resolved promptly.
- Comply with the pertinent state laws and regulations governing hearings, suspensions, and student's rights.
- Ensure fair and consistent application of this Districtwide Code of Conduct, 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 of Conduct 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 of Conduct.
- Teach and encourage students to attain their full potential.

The SASD Student Code of Conduct provides you with a clear understanding of expectations. Please read and review.

Arrival/Dismissal	<ul style="list-style-type: none"> <li>• Leave the school building and grounds promptly after dismissal unless under the direct supervision of an administrator, teacher, coach, or club sponsor</li> <li>• Remain inside the school building until dismissal or unless given permission to leave school property</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Respect others' personal space</li> <li>• Use appropriate language</li> <li>• Move towards your destination; do not loiter or congregate</li> <li>• Keep your hands to yourself</li> <li>• Conduct yourself in a manner that reflects a positive image</li> <li>• Public display of affection is not permitted throughout the school*</li> <li>• Use quiet indoor voices</li> <li>• Keep personal possessions with you at all times</li> <li>• Keep hallways clean</li> <li>• Walk on the right side</li> <li>• Let others pass as needed</li> <li>• No running or horseplay</li> <li>• Use vending machines only after 2:30 pm</li> <li>• <b>Filming/taking photos of other students and staff is prohibited</b></li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Use proper hygiene; wash your hands</li> <li>• Maintain clean walls and stalls</li> <li>• Return to class promptly</li> <li>• Report problems and vandalism</li> <li>• Deposit all paper products appropriately</li> <li>• Cell phone free zone - <b>DEVICE USE IS PROHIBITED</b></li> <li>• Make healthy decisions</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Wait patiently in line</li> <li>• Dispose of all trash items properly</li> <li>• Eat and drink only what is yours</li> <li>• No running or horseplay</li> <li>• Use your inside voice</li> <li>• Keep common areas clean</li> <li>• <b>Filming/taking photos of students or staff is prohibited</b></li> </ul>
Bus/Parking Lot SASHS & SAMS	<ul style="list-style-type: none"> <li>• Respect others' property</li> <li>• Park in appropriate areas with parking sticker displayed</li> <li>• Follow Sign and Verbal Directions</li> <li>• Use appropriate language</li> <li>• Yield to right of way for other vehicles</li> <li>• Be alert</li> <li>• Report any incidents to the office</li> <li>• Use safe and posted speeds</li> <li>• Obey laws regarding driver safety, including cell phone use</li> <li>• Bikes, skateboards, and roller blades should be walked on sidewalks until roads are clear</li> <li>• <b>Filming/taking photos of other students and staff is prohibited</b></li> </ul>

Internet/ Computer/ Network Use	<ul style="list-style-type: none"> <li>● Think before you communicate or type</li> <li>● Share the space and give others a chance to use communicate</li> <li>● Address teacher by professional name</li> <li>● Prepare technology for instruction (volume, mic, etc.)</li> <li>● Report unsafe or bullying comments to the teacher</li> <li>● Keep personal information private (login/password)</li> <li>● Avoid and report inappropriate sites and unsafe use</li> </ul>
Library	<ul style="list-style-type: none"> <li>● Use an appropriate volume so as not to disturb other patrons</li> <li>● Use care when handling library materials</li> <li>● Clean up before exiting the library; recycle or dispose of trash</li> <li>● Follow computer and Internet usage guidelines</li> <li>● Print responsibly</li> <li>● Sign out and take pass/E-Hall pass if visiting the office, lockers, nurse, or bathroom</li> <li>● Follow directions from the library media center staff</li> <li>● Use appropriate language, no profanity</li> <li>● <b>Filming/taking photos of other students and staff is prohibited</b></li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>● Follow instructions from ALL adults (including teachers, substitute teachers, and instructional aides)</li> <li>● Treat others and their property with respect and kindness</li> <li>● Raise your hand when you want to speak</li> <li>● Make sure Chromebook is charged and used appropriately</li> <li>● Complete all assignments and activities</li> <li>● Ask clarifying questions when needed</li> <li>● Stay on-task</li> <li>● Be on time and attend all assigned classes</li> <li>● Have all of your required material with you and stay organized</li> <li>● Stay engaged</li> <li>● Choose to have a positive attitude</li> <li>● Use your inside voice</li> <li>● Respect school property</li> <li>● Use appropriate language, no profanity</li> <li>● Report directly to the main office if dismissed from the classroom by a teacher</li> <li>● <b>Filming/taking photos of other students and staff is prohibited</b></li> </ul>
Study Hall  HS Only	<ul style="list-style-type: none"> <li>● Bring materials to study</li> <li>● Seating will be assigned at the beginning of each marking period and/or semester</li> <li>● Be seated and relatively quiet before attendance is taken</li> <li>● Obtain a pass from the teacher of another classroom prior to study hall to leave</li> <li>● Complete all items on the sign-out sheet after the other students have gone to the library to use your pass</li> <li>● Students causing problems will be sent to the office to be disciplined</li> <li>● <b>Filming/taking photos of other students and staff is prohibited</b></li> </ul>

Spectator at Events/Assembly	<ul style="list-style-type: none"> <li>● Represents the school with pride and respect</li> <li>● Recognize that the good name of the school is more valuable than any game won by unfair play</li> <li>● Accept the decisions of officials without question.</li> <li>● Booing or throwing anything onto the gym floor during a contest is forbidden</li> <li>● Recognize and applaud an exhibition of fine play and good sportsmanship on the part of the visiting team</li> <li>● Accept defeat or victory in the same spirit of good sportsmanship</li> <li>● Be considerate of injured players from the visiting team</li> <li>● Respond with enthusiasm to the calls of the cheerleaders in support of the team, especially when losing</li> <li>● Do not discredit the school with your words, provocative antics, or stunts</li> <li>● Do not kick bleachers or stamp feet at any time</li> <li>● Banners and/or signs are not allowed in the spectators' area</li> <li>● Menacing actions and/or gestures toward opposing players, officials, or other fans will not be tolerated</li> <li>● Conduct yourself in a manner that reflects a positive image</li> <li>● Showing of affection between students is not permitted (PDA)</li> </ul>
Student Athlete  SASHS & SAMS	<p>The student athletes should exhibit leadership in the school system and community. Since athletic participation is voluntary and is a privilege, those chosen to participate must adhere to a code of conduct, which operates within a framework of rules and regulations. Those athletes whose conduct falls outside this code will place themselves in a position to be excluded from the athletic program.</p> <p>Athletes will strive to:</p> <ul style="list-style-type: none"> <li>● Behave according to all rules and regulations adopted by the coach or supervisor of the activity</li> <li>● Demonstrate academic achievement by adhering to the academic eligibility standards, being punctual, respecting teachers and classmates, completing all classroom requirements on time, and avoiding discipline problems</li> <li>● Exhibit leadership qualities, both in the classroom and in the athletic endeavor</li> <li>● Adhere to PIAA standards, rules, and regulations</li> <li>● Do not consume, possess, or distribute alcoholic beverages, mood-altering substances, or tobacco products as defined by the School District's Controlled Substances/Paraphernalia Policy and Tobacco and Vaping Products Policy</li> <li>● Attend every practice session and meeting unless excused by the coach or absent from school with an accepted excuse</li> <li>● Treat coaches, players, team managers, and officials with respect</li> <li>● Do not use profanity or illegal tactics</li> <li>● Display good sportsmanship in victory and defeat</li> <li>● Be responsible for all equipment</li> <li>● Do not use the athletic area for "horseplay" or loitering</li> <li>● Maintain locker rooms, team rooms, and training rooms in a clean and healthy manner</li> <li>● Do not get involved in hazing of any type; report hazing immediately</li> <li>● Follow team-training rules as stated on the student athlete and parent contract</li> </ul>

## 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.

## DISCRIMINATION/TITLE IX AFFECTING STUDENTS

[Policies 103, 103.1, 104](#)

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex.

Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

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 this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

- Sufficiently severe, persistent or pervasive; and
- A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

If you believe you or anyone else has been a target, please speak to a building administrator or other trusted adult, and/or access the link listed below for reporting procedures. Shippensburg Area School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices.

The following District administrators have been designated to handle questions and complaints of alleged discrimination or sexual harassment:

Compliance Officer:

Nicole Weber, Director of Human Resources - (717) 530-2700, [nicole.weber@ship.k12.pa.us](mailto:nicole.weber@ship.k12.pa.us)

Title IX Coordinator:

Leslee DeLong, Assistant Superintendent - (717) 530-2700, [leslee.delong@ship.k12.pa.us](mailto:leslee.delong@ship.k12.pa.us)

ADA/Section 504 Coordinator:

Jeremy Eastman, Assistant Director of Student Services - (717) 530-2700, [jeremy.eastman@ship.k12.pa.us](mailto:jeremy.eastman@ship.k12.pa.us)

The complete text of Policies 103, 103.1, 104 and access to the complaint process and form can be found [HERE](#).

## **STUDENT DISCIPLINE**

### **Policy 218**

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

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the District.

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

This policy shall also apply to student conduct prohibited by the Code of Student Conduct which occurs off school property if any of the following circumstances exist:

- The conduct involves, threatens, or makes more likely violence, use of force, or other serious harm directed at students, staff, or the school environment.
- The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.

The Board prohibits the use of corporal punishment by District staff to discipline students for violations of Board policies, the Code of Student Conduct, and District rules and regulations. For purposes of this policy, corporal punishment shall be defined as physically punishing a student for an infraction in the discipline policy. Any student disciplined by a District employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Board policy. In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the District and to the student's due process right to notice, hearing, and appeal. Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.

The complete text of Policy 218 can be found [HERE](#).

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Policy 113.1**

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.

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.

## **TOBACCO AND VAPING PRODUCTS**

### **Policy 222**

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

State law defines the term **tobacco product** to encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

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

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

Shippensburg Area School District strives to educate, prevent, and intervene in the use of tobacco and vaping products by any student through the use of an approved curriculum, classroom activities, support services, and community support. The District recognizes its responsibility to assist in identifying and referring at-risk students.

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.

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

## **CONTROLLED SUBSTANCES/PARAPHERNALIA**

### **Policy 227**

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

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

This policy also applies to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.

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

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

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

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

Shippensburg Area School District strives to educate, prevent, and intervene in the use of controlled substances by any student through the use of an approved curriculum, classroom activities, support services, and community support. The District recognizes its responsibility to assist in identifying and referring at-risk students.

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.

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

## **HAZING**

### [Policy 247](#)

**Hazing** is defined as any activity that intentionally, knowingly, or recklessly (for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization) causes, coerces, or forces a student to do any of the following:

- Violate federal or state criminal law
- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment
- Endure brutality of a sexual nature
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

- The person acts with reckless indifference to the health and safety of the student; or
- The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student

**Organizational hazing** occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates hazing.

No student, parent/guardian, coach, sponsor, volunteer, or District employee shall engage in, condone or ignore any form of hazing. Report hazing.

Students are encouraged to use the District's report form, available from the building principal or attached to Policy 247 on the District's website, or to put the complaint in writing; however, oral complaints shall be accepted and documented.

The administrator accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

Administration shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved as appropriate.

If the investigation results in a substantiated finding of hazing, the administration shall recommend appropriate disciplinary action as circumstances warrant, in accordance with the Student Code of Conduct.

Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

## **BULLYING/CYBERBULLYING**

### **Policy 249**

**Bullying/Cyberbullying** means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying includes cyberbullying and applies to students in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying by District students. Students who believe they or others have been bullied are encouraged to promptly report such incidents to the building principal. Verbal and written reports of alleged bullying shall be investigated promptly and appropriate or preventative action shall be taken when allegations are verified.

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in our schools. A safe school environment free from bullying is necessary for all students to learn and meet with success. Bullying may affect academic, vocational, social, emotional, and other areas of development of students. Therefore, bullying and cyberbullying will not be tolerated in any setting.

## **WEAPONS**

### **Policy 281.1**

The Board recognizes the importance of a safe school environment relative to the educational process.

Possession, carrying, using, or passing of weapons in the school setting is a threat to the safety of students and staff, presents a health hazard for the entire school community, and is prohibited by law.

**The term weapon shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, a replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury.**

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

A student is considered in possession of a weapon when the weapon is found on the person of the student, in the student's locker or assigned storage area, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. Possessing also includes having in their effects, including but not limited to backpacks, gym bags, articles of clothing, shoes/boots, books, purses, etc., and to have in a vehicle driven or ridden, such as bus, car, bicycle, etc.

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

# STUDENT DISCIPLINE

**LEVEL I - Discipline responses (see below) are a list of possible responses and are not in sequential order.** Level I infractions are minor misbehaviors on the part of the student which impede orderly classroom procedures or interfere with the orderly operation of the school. These infractions can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> <li>• Classroom/school disturbance</li> <li>• Dress code violation</li> <li>• Inappropriate displays of affection</li> <li>• Disrespectful language or gestures</li> <li>• Cheating and lying</li> <li>• Bus disturbance (Policy 810)</li> <li>• Tardiness</li> <li>• Disrespect</li> <li>• Misbehavior on school property</li> <li>• Non-defiant failure to complete assignments or carry out directions</li> <li>• Vehicular/Driving violation (Policy 223)</li> <li>• Hazing (Policy 247)</li> <li>• Bullying/Cyberbullying (Policy 249)</li> <li>• Cell phone violation (see Electronic Devices under General Information)</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</li> <li>• Repeated misbehavior requires parent/teacher communication with the counselor and/or administrator</li> <li>• A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Behavioral contract</li> <li>• Parent conference (person or phone)</li> <li>• Counseling</li> <li>• Withdrawal of privileges</li> <li>• Time-out room</li> <li>• Strict supervised study</li> <li>• Detention</li> <li>• Referral to office</li> <li>• Grade reduction in cases of cheating/plagiarism</li> <li>• Cell phone returned to parent, student's loss of cell phone privileges for remainder of the school year</li> <li>• Infraction noted in student's file</li> </ul>

**LEVEL II - Discipline responses (see below) are a list of possible responses and are not in sequential order.**

Infractions are escalated to Level II when they are frequent or serious misbehaviors that tend to disrupt the learning climate of the school. These infractions, which often result from the pervasive 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 change student behavior or improve the situation. Also included in this level are more serious offenses that do not present a direct threat to the health and safety of others but do create educational implications that are serious enough to require corrective action on the part of administrative personnel.

<b>EXAMPLES</b>	<b>PROCEDURES</b>	<b>DISCIPLINARY RESPONSES</b>
<ul style="list-style-type: none"><li>● Continuation of LEVEL I misbehavior</li><li>● Classroom/school disruptive behavior</li><li>● Insubordination/defiance</li><li>● Truancy/unexcused absences</li><li>● Smoking/tobacco/vaping (Policy 222)</li><li>● Using forged notes or excuses</li><li>● Cutting classes</li><li>● Filming or recording a student</li><li>● Gambling</li><li>● Leaving school without permission</li><li>● Possession of dangerous objects</li><li>● Violation of computer use policy</li><li>● Physical altercation</li><li>● Abuse/destruction of school/personal property</li><li>● Obscene language or gestures</li><li>● Abusive language</li><li>● Failure to serve detention assignments</li><li>● Hazing (Policy 247)</li><li>● Bullying/Cyberbullying (Policy 249)</li><li>● Cell phone violation (see Electronic Devices under General Information)</li></ul>	<ul style="list-style-type: none"><li>● Student is referred to the administrator for appropriate disciplinary action.</li><li>● The administrator meets with the student and/or teacher and decides the most appropriate response.</li><li>● The teacher is informed of the administrator's action.</li><li>● A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</li><li>● A parental conference is held as a result of suspension.</li></ul>	<ul style="list-style-type: none"><li>● Social probation</li><li>● Behavioral contract</li><li>● In-school suspension (Policy 233)</li><li>● Referral to outside agency</li><li>● Counseling/Referral for psychological evaluation</li><li>● Parent-teacher/Parent-administrator conference</li><li>● Temporary suspension (Policy 233)</li><li>● Detention</li><li>● Citations filed in accordance with School Code</li><li>● Smoking cessation program</li><li>● Restitution of property damages</li><li>● Cell phone returned to the parent.</li></ul>



**LEVEL III-Discipline responses (see below) are a list of possible responses and are not in sequential order.**

Level III infractions are those 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 community. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanisms in the school. Corrective measures utilized by the school will depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) will automatically be referred to appropriate law enforcement agencies.

EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"><li>• Continuation of LEVELS I and II misbehavior</li><li>• Fighting</li><li>• Harmful Act</li><li>• Theft/possession/sale of stolen personal property</li><li>• Institutional</li><li>• Vandalism</li><li>• Throwing objects</li><li>• Assault (simple)</li><li>• Reckless driving on school property</li><li>• Threats to others</li><li>• False fire alarm</li><li>• Violations of Controlled Substances (Policy 227)</li><li>• Use or threatening to use a dangerous object</li><li>• Hazing (Policy 247)</li><li>• Violation of Computer Use (Policy 815)</li><li>• Bullying/cyberbullying (Policy 249)</li><li>• Cell phone violation (see Electronic Devices under General Information)</li></ul>	<ul style="list-style-type: none"><li>• 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</li><li>• 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</li><li>• A proper and accurate record of offense and disciplinary action is maintained by the administrator</li></ul>	<ul style="list-style-type: none"><li>• Temporary removal from class (Policy 233)</li><li>• Temporary or full suspension;or alternative program (Policy 233)</li><li>• Parent conference and/or hearing</li><li>• Consulting/Referral for psychological evaluation</li><li>• Charges under Pennsylvania Criminal Code</li><li>• Restitution of property damages</li></ul>

**LEVEL IV- Discipline responses (see below) are a list of possible responses and are not in sequential order.** Level IV infractions are 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. These acts are criminal in nature and always require administrative action which results in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

EXAMPLES	PROCEDURES	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> <li>Continuation of LEVELS I, II, and III misbehavior</li> <li>Institutional Vandalism</li> <li>Arson</li> <li>Theft/possession/sale of stolen school property</li> <li>Assault resulting in serious injury</li> <li>Extortion</li> <li>Bomb Threat</li> <li>Violation of Controlled Substances (Policy 227)</li> <li>Possession/use/transfer of a weapon (Policy 218.1)</li> <li>Hazing (Policy 247)</li> <li>Violation of Computer Use (Policy 815)</li> </ul>	<ul style="list-style-type: none"> <li>The administrator verifies the offense, confers with the staff involved and meets with the student</li> <li>The student is immediately removed from the school environment</li> <li>Parents are notified</li> <li>School officials contact law enforcement agency and assist in the prosecuting offender</li> <li>A complete and accurate report is submitted to the Board for Board action.</li> </ul>	<ul style="list-style-type: none"> <li>All verified offenses will result in a mandatory temporary and/or full suspension (Policy 233)</li> <li>Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies</li> <li>Referral for psychological treatment</li> <li>Expulsion (Policy 233)</li> <li>Other Board action which results in appropriate placement</li> <li>Alternative school or Homebound Instruction</li> <li>Parent hearing</li> <li>Restitution of property and damages</li> </ul>

# NOTIFICATIONS

You can access a complete listing of all Board Policies [HERE](#).

## CHILD ABUSE

### [Policy 806](#)

School employees, independent contractors, or volunteers who suspect child abuse must immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the District with a written record of the report.

A school employee, independent contractor, or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal, and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

## NOTIFICATIONS

### Student Records/Notification of Right of Parents/Guardians/Eligible Students

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

1. The right to inspect and review the student's education records within thirty days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) he/she wishes to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. 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 student.  
A parent or eligible student may request the district to amend a record he/she believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record he/she wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the District decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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 authorizes disclosure without consent). Disclosure of personally identifiable information can be made without consent to the following:
  - a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities.

This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
  - c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
  - d. Officials connected with a student's application for a receipt of financial aid.
  - e. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
  - f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they are no longer needed.
  - g. Accrediting institutions.
  - h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - i. Anyone, if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. 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
5. The right to refuse to permit the designation of any or all of the categories of directory 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 days of the beginning of the current school term.

6. Directory information which may be released may include the student's name, date and place of birth; major field of study; participate in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.
7. 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 21 calendar days a written request to the Superintendent that such information not be released.

### **Notification of Rights: 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:
  - Political affiliations or beliefs of the student or student’s parents
  - Mental or psychological problems of the student or student’s family
  - Sex 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
  - Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding
  - 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
  - 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:
  - Protected information surveys of students
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - 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

### **Integrated Pest Management Program Notification**

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. The 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. The school buildings and grounds are monitored to detect the presence of any pests. The pest monitoring team consists of 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 to control the presence of pests. 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.

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. 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

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; gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. 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, extension 1091.

### **Asbestos Program Notification**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), the Shippensburg Area School District has an Asbestos Management Plan in place. The plan is available for your review in the school office. 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. If you have any questions concerning the District’s Asbestos Program, please contact: Mr. Chad Kreitz, Asbestos Coordinator, at 717-530-2700, Extension 1091.