

Carlisle Area School District

**Elementary
Student Discipline Code of
Conduct and Handbook**



2016-2017

www.carliseschools.org

TABLE OF CONENTS
TOPICS

Absence	5
Arrival/Dismissal Times	6
Books and Supplies.....	6
Bus Transportation.....	6
Change of Building Request	7
Chaperones for Field Trips	7
Childcare.....	7
Classroom Management	7
Confidential Communications	7
Dress Code.....	7
Drugs, Alcohol, Paraphernalia and Look-Alikes	9
Electronic Devices	9
Emergency Information	9
Extracurricular Activities	10
Field Trips.....	10
Flag Salute and Pledge of Allegiance	10
Grading	10
Harassment/Bullying/Cyberbullying	11
Health Services	12
Homework	14
Insurance	14
Lunches	14
Misbehavior and Responses	15
Off-Campus Activities	15
Parent Teacher Organization (PTO)	15
Party Invitations.....	15
Pictures	15
Police Involvement	16
Promotion and Retention	16
Recess Guidelines.....	16
Report Cards & Parent Conferences.....	16
Rules for School District Athletic Events.....	16
School Parties	17
Searches	17
Technology Use.....	17
Telephone Calls	17
To and From School	17
Visitors	18
Volunteers.....	19
Weapons	19
Weather Emergency	20
Withdrawals & Transfers.....	20
Student Discipline Code of Conduct.....	20
Vision	21
Mission	21
Beliefs	21
Student Rights and Responsibilities	21
Suspension and Expulsions	22
Appendix A – Hearing Rights	23
Appendix B – Drugs, Alcohol, Paraphernalia, and Look-alikes	24
Appendix C – Guidelines for Retention	28
Addendum	29
Equity Statement	29
Annual Notice of Records Policy	29
Directory	30
Free and Reduced Price Meal Benefits	31

School Attendance	31
Annual Notice to Parents Regarding Protected Handicapped Students	31
Annual Notice to Parents for Eligible, Exceptional Students or Those Seeking Enrollment In Special Education Programs	32
Racial, Ethnic, Religious Policy.....	32
Policy of Non-discrimination on the Basis of Disability	32
Carlisle Area School District ADA Grievance Procedure	32
District-Wide Standardized Testing Program	33
Equal Opportunity Employer Statement	33

August 2016

We would like to take this opportunity to welcome new and returning families to the Carlisle Area School District to the 2016-2017 school year. We are looking forward to partnering with you in our efforts to provide your child with a quality educational experience.

The contents of this handbook will provide you with basic information about our program to include attendance and homework guidelines as well as the student code of conduct. In addition, you will find information about grading, health services, the automated notification system, as well as many other items.

We would ask that you review the contents of this handbook with your child and refer to it often throughout the school year as we believe that it will answer many of the questions that you may have, particularly among our new families.

We firmly believe that parents or guardians are children's first and most important teachers. You have the strongest and most permanent influence on your child's life. Again, we are looking forward to working with you as we embark on the new school year.

Should you have any questions, please do not hesitate at any time to contact the principal of your child's school.

Jeff Bell, Principal
Bellaire Elementary School

Kim Truckenmiller, Principal
Mooreland Elementary School

Carole Holly, Principal
Molli Davis, Asst. Principal
Crestview Elementary School

Ruth-Ann Snyder, Principal
Mt. Holly Springs Elementary School

Monique Pannebaker, Principal
Hamilton Elementary School

Brian Gochenour, Principal
North Dickinson Elementary School

Aaron Carmichael, Principal
LeTort Elementary School

ABSENCE/ATTENDANCE

Good school attendance is essential to academic success. While education is a right, attendance is a responsibility. Minors are compelled to attend school until they are seventeen years old.

Absences from school are excusable if they are due to illness, quarantine, or exceptionally urgent reasons that affect the student. Notes stating the reason for each absence must be presented to the school's attendance officer within three days of the student's return from the absence. Failure to present notes within this time frame will cause the absence to be declared unexcused.

Farm Show participation and other family activities may be excused if they are prearranged and the student travels with an identified adult. Students may be excused for a total of five days. Prearranged Absence Forms are available in each school office.

All other absences will be considered unexcused. Unexcused absences for students who are sixteen years or younger is unlawful. Parents/Guardians will be issued a first notice when their child accrues three unlawful days of absence. Parents/Guardians may be fined in accordance with the law for each additional unlawful absence.

School Board Policy #204 ATTENDANCE

By 8:30 a.m., parents/guardians should telephone the school office to report their child's absence from school. In addition, the school district policy for absences states that parents/guardians shall furnish a written explanation for the absence of a child. A written explanation for absence must be signed by the parent/guardian and presented to the teacher upon return of the student (Electronic excuses are not acceptable). A maximum three (3) school day grace period will be permitted for presentation of written explanation for the absence after which time, if no note is presented, the absence shall be recorded as unexcused/unlawful. The mere fact that a parent has sent a written excuse does not mean the absence is excused. An absence becomes excused when the responsible school official classifies it as such. By law, students are required to attend school every day that school is in session. Only the following excuses constitute legal absences: illness, death in the family, impassable roads, quarantine, emergency medical/dental attention, authorized religious holiday, pre-arranged absences, and "exceptionally urgent reasons."

Medical Excuses – A medical excuse will be required if students miss (10) consecutive days, absent 15% of the current school year, or have an excessive history of absences. A letter will be sent to the family explaining this requirement. If a medical excuse is required and not provided, the absences will be marked as unlawful/unexcused. Students may also be medically excused by the school nurse.

Unlawful/Unexcused Absences - The term unlawful applies to student absences that are unacceptable when the student is sixteen years of age or younger. The term unexcused applies to student absences that are unacceptable when the student is seventeen years of age or older. The following reasons for absence are examples of absences that are neither legal nor excused under the provisions of the PA School Code. This list is not intended to be a comprehensive list of absences which are unlawful or unexcused.

- failure to submit a written note/excuse within three (3) days of the absence (see Excuses)
- truancy
- missing the school bus or a ride to school
- trips not approved in advance (according to the pre-arranged guidelines)
- birthdays, anniversaries, or other celebrations
- working or job hunting
- overslept or slept in
- babysitting or translating

NOTE 1: Unlawful absences - Students who are under the age of seventeen and who have accrued three (3) days of unlawful absences are subject to a fine and/or imprisonment under the compulsory attendance provision of the PA School Code.

NOTE 2: Unexcused absences - Students seventeen years of age and older who accrue six (6)

unexcused absences may be expelled from school.

Pre-arranged absence for educational purposes – Parents/Guardians who would like to obtain the release of their children for an educational family trip must request a pre-arranged absence form from the school office or **parents/guardians may print a copy from CASD’s website**. The request must be returned to the school office at least one day prior to the absence for permission to be granted. To obtain your children’s schoolwork for the trip, families must complete and return the form to school at least FIVE days prior to absence. Each child has a maximum of five days that can be approved for educational trips.

Tardiness - Prompt arrival at school is expected of all students. Students who arrive late to school without a note signed by a parent or guardian will be considered tardy- unexcused or unlawful. Excessive tardiness is considered as an unexcused absence and may result in disciplinary action.

ARRIVAL/DISMISSAL TIMES

Students are not permitted to enter the building until 8:30 a.m., unless they have the permission of the building principal. All students must be in their classrooms by 8:40 a.m.

8:30 - 8:39 a.m.	Students arrive and report to classrooms.
8:40 a.m.	School begins. Late arrivals are tardy.
11:35 p.m.	Morning Kindergarten dismissal.
12:35 p.m.	Afternoon Kindergarten students arrive. Late arrivals are tardy.
3:30 p.m.	Dismissal.

Parents who walk to school to pick up their children at dismissal time are asked to wait outside the school to prevent congestion in the building. We ask that parents who drive to school to pick up their children park in the designated parking locations. Also, please note: There is no smoking permitted on school grounds. Pets are not permitted on school grounds without prior approval from the principal.

BOOKS AND SUPPLIES

All necessary texts, supplementary books and school supplies are furnished by the school district. Students are responsible for all books and materials in their possession. Any schoolbook that is taken to and from home must be protected with a book cover. It is the student’s responsibility to provide book covers. If a student loses or destroys school materials, the cost of the item must be reimbursed to the school.

BUS TRANSPORTATION

Students eligible for school bus transportation are given a copy of the district’s Bus Rules. If parents do not receive a copy, please notify the principal. Parents/Guardians are urged to review these rules with their children. Misbehavior on the bus can lead to a student losing the privilege of riding a bus. The building administrator will handle all bus discipline problems in conjunction with the district’s discipline policy.

In the event that a child must ride another bus or change stop locations, parents/guardians must send a written request to the principal. Principals will issue bus passes to students who will present the pass to the bus driver. Notes or verbal messages to bus drivers will not be honored.

In the event that a student becomes disruptive at the end of the school day or ill during the school day, the student will not be permitted to travel on the school bus. For a sick child the motion of the bus and the higher temperatures that occur on a bus may aggravate the student’s condition and result in more severe actions, vomiting, etc. A bus driver has limited options when this occurs, such as return to school or continue on his/her run. In most cases this not only places the ill student at risk (choking), it may jeopardize other students who are in a relatively small confined area and may come in contact with exposed bodily fluids. In either case the principal will contact the parents/guardians in order to make other arrangements for the student’s transportation.

CHANGE OF BUILDING REQUEST

Any parent/guardian requesting a change in his/her child's building assignment must do so preceding the new school year. Families who move within the CASD to a new location during the school year and who wish to remain at their current school may apply at the time of the move.

All requests must be made in writing to the Assistant Superintendent. Forms are available in all school offices and on the district website.

All requests will be evaluated on the basis of the student's behavior and attendance at the current school and the class size in the receiving school. Transportation will be the responsibility of the family. The parent/guardian will be notified in writing as to the outcome of his/her request.

CHAPERONES/PROFESSIONAL STAFF RESPONSIBILITY FOR SCHOOL FIELD TRIPS

The issue of authority and responsibility for discipline on school buses during field trips should be clearly expressed to chaperones/professional staff prior to the field trip. The school district has established guidelines which outline these responsibilities.

- Each school bus involved on a field trip must be accompanied by at least one professional staff member employed by the school district.
- When sufficient chaperones are available on the school bus, they should position themselves in the front, middle and rear locations of the bus. Throughout the trip, the chaperones should periodically move up and down the aisles of the bus to make sure that students have not changed seats or that no inappropriate behavior is occurring. This should occur when the bus is stopped.
- It is the responsibility of the professional staff member to maintain student behavior and discipline students when necessary.
- All rules concerning school bus transportation are in effect during field trips.
- In the event that the school bus driver becomes concerned with the student behavior or decorum, he or she will report to the professional staff member in charge. The professional staff member should take action to correct the situation immediately.

Note: Chaperones should be reminded that field trips remove the school bus driver from their normal travel environment. For that reason, it is imperative that a driver's attention be devoted to traffic and road conditions which occur during the field trip.

Administrative Guideline July 2009

CHILDCARE

ChildTime SACC provides supervised activities for children of working parents, both before and after school. There is a fee for this program. For further information, please call 243-8315 or visit their website at <http://www.childtimesacc.org/>.

CLASSROOM MANAGEMENT

Classroom management is the responsibility of the classroom teacher. Each classroom teacher will establish guidelines for appropriate behavior and will organize instruction to minimize disruptions. However, when disruptions occur, the teacher will respond as necessary to insure the educational rights of all.

While each administrator will establish the building's procedures, the following steps are offered as a guide for dealing with student disruption. Some administrators may require parental/guardian notification as soon as a problem is noted. The following are possible disciplinary actions: loss of recess, lunch detention, after school detention, In School Suspension, Out of School Suspension and recommended assignment to an alternate program.

CONFIDENTIAL COMMUNICATIONS

Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other person is clearly in jeopardy.

DRESS CODE

Carlisle Area School District Board policy states that pupils shall conform to the rules of the schools and be clean in person and dress. Although hair styles and styles of clothing are matters of individual taste, building administrators may impose restrictions when grooming and/or attire cause a disruption of the educational process, create disorder, constitute a health/safety hazard or are immodest in any respect.

The CASD dress regulations are an effort to improve the educational setting and school environment which will contribute to greater student success in the classroom.

With this aim in mind, the following limitations shall apply:

- Hats are not allowed to be worn in the building during school hours.
- Athletic sweatbands are not allowed.
- Doo Rags and bandanas are not to be worn or displayed.
- Only prescription sunglasses may be worn in the building.
- Chains, spiked collars, spiked wrist bands or spikes of any kind are not to be worn.
- Low cut tops that expose cleavage will not be allowed.
- Shirts and tops with low cut backs are not to be worn.
- Spaghetti straps, midriff tops, tube tops, tank tops, transparent, or revealing clothing that expose personal body parts or attract undue attention are not allowed.
- The stomach area must be covered at all times.
- Pants must be worn at the waist. Sagging is not permitted.
- Underwear (boxers, thongs, panties, bra straps) may not be visible.
- Spandex (ex. running or biking shorts) is not allowed.
- Shorts and skirts must be of a modest length. Short shorts and skirts that do not reach tips of finger tips when arms are extended at the waist are not to be worn.
- Clothing with pictures or slogans that depict the use of drugs, alcohol, tobacco, and weapons is not allowed.
- Clothing with pictures or slogans with sexual connotations, or that is degrading to any group on the basis of race, religion, gender, sexual orientation, etc. is not allowed.
- Shoes are to be worn at all times. Bedroom slippers are not allowed.
- Sleepwear is not permitted.

When in doubt cover up!

Any student in violation of CASD Dress Guidelines is to be sent to the office immediately for appropriate disciplinary action to be determined by the building administration.

The administration reserves the right to amend these guidelines when the circumstances of dress interfere with safety of students or cause a disruption of the educational setting. This action will include offering a change of clothing to acceptable wear.

FIRST OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review dress code with student
- 3) Parent notification
- 4) Written warning

SECOND OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review dress code with student
- 3) Parent notification
- 4) One detention issued

THIRD OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review of dress code with student
- 3) Parent notification
- 4) Two detentions issued

FOURTH OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review of dress code with student
- 3) Parent notification
- 4) One-half day In-School Suspension

FIFTH OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review of dress code with student
- 3) Parent notification
- 4) One day In-School Suspension

SIXTH OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review of dress code with student
- 3) Parent notification
- 4) Two days In-School Suspension

SEVENTH OFFENSE

- 1) Change of clothing to acceptable wear
- 2) Review of dress code with student
- 3) Parent conference scheduled
- 4) Out-of-School Suspension

School Board Policy #221 DRESS AND GROOMING

DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES

The Carlisle Area School District recognizes that substance abuse is one of society's greatest problems. Since the school is an integral part of society, substance abuse must be addressed.

Suspected cases of substance abuse will be considered medical emergencies. The well being of the student will be primary. However, when students abuse substances or possess, sell or distribute drugs, alcohol, paraphernalia or look-alikes, they are violating school rules and, in most cases, breaking state laws. These students will be excluded from school and referred to the appropriate legal authorities.

It is the responsibility of every member of the school community to assist in providing a drug-free environment so that our students may best address their true purpose for attending school -- to learn, mature, and prepare for adulthood. The complete Carlisle Drug, Alcohol, Paraphernalia and Look-Alike Policy is located in APPENDIX B.

School Board Policy #227 CONTROLLED SUBSTANCES/PARAPHERNALIA

ELECTRONIC DEVICES

Student use of headphones, radios, tape/CD/iPODS, MP3 players, DVD players, handheld game consoles, cellular phones, beepers/pagers, laser pointers/pens, and other digital devices are prohibited in the school buildings. Any of these items found on students, may be confiscated by school officials. The school assumes no responsibility for this equipment.

School Board Policy #237 ELECTRONIC DEVICES

EMERGENCY INFORMATION

Emergency information **must** be completed for each child. Families will complete this information online through InfoSnap. It should be filled out at the beginning of each school year as accurately and as completely as possible, because in the event of an emergency, it will be used to contact the parent/guardian or the person designated as the emergency contact. We ask you to list local persons to be called in case neither parent/guardian can be reached. Please list only local residents who will be available during school hours. **Do not list people who live in Harrisburg, Shippensburg, etc.**

Address and Telephone Number Changes - In the event that your home or work address or telephone number changes during the school year, please notify the school either in writing or by phone. Also, notify the school of any changes involving emergency contact persons. It is important that our records are accurate, especially during an emergency situation.

Emergency Early Dismissal Form - Occasionally an emergency arises when it is necessary for the Carlisle Area School District to dismiss students at an earlier time than the regular dismissal time. In the event of an emergency early dismissal, we need to know whether to send your child home or to a neighbor's home. The information on the form will help insure your child's safety in the event of an emergency early dismissal. This form will be kept on file at the school.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege. This privilege may be taken away as the result of misbehavior in the general school community or misbehavior while involved in extracurricular activity. Unless it is clear that the health, safety or welfare of the school community is threatened, students will be advised of the reason for disciplinary action and given an opportunity to respond before the privilege of extracurricular participation is withdrawn.

Students who are suspended out-of-school may not participate in extra curricular activities and/or sports. This rule also applies to students who are absent from school.

FIELD TRIPS

Students must submit written permission from a parent/guardian to go on a field trip. In the event a student has committed numerous disciplinary offenses, permission to go on a field trip may be revoked or a parent/guardian may be required to accompany his/her child on the trip. In either case, the parent/guardian will be notified in advance. All school rules apply on all field trips.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students who refrain from saluting the flag due to personal belief or religious convictions must respect the rights and interest of classmates who wish to participate.

School Board Policy #807 OPENING EXERCISES/FLAG DISPLAYS

GRADING

Students will be measured and evaluated using a standards-based report card. A standards-based report card focuses on growth of skills over time. Evidence such as teacher observations, student work, formal assessments and informal assessments, will be reviewed and students will be evaluated using rubrics in Language Arts. Evidence in mathematics is collected through teacher observations, student work, formal assessments and informal assessments through/in concert with the *Everyday Math* program. This standards-based report card model features the following report criteria:

E: Exceeds the Standard:

The student exceeds proficiency in essential skills and concepts by demonstrating an in-depth, higher level expectation. An E is available for specific language arts and math skills as indicated by an *. In mathematics, students earning an E have exceeded the Everyday Math program expectations for that skill.

M: Meeting the Standard:

The student demonstrates proficiency in essential skills and concepts. Performance is characterized by the ability to apply this knowledge with accuracy, independence, and quality.

P: Progress Toward the Standard:

The student is developing an understanding of essential skills and concepts, but has not yet met the standard. Performance is characterized by varied consistency, independence, and quality.

I: Intensive Progress Needed to Meet the Standard:

The student has not yet begun to demonstrate an understanding of essential skills and concepts. The student is making minimal progress towards meeting the standard at this time. Considerable teacher support and guidance is needed.

NT: Not Taught This Marking Period:

Further information can be found by contacting your child's teacher and/or going to the building website.

HARASSMENT/BULLYING/CYBERBULLYING

Harassment and bullying of students by other students, school officials, and volunteers who have direct contact with students will not be tolerated in the school district. Therefore, harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics are prohibited.

This provision is in effect while students are on school property; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while on their way to school or on their way home from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Bullying, as defined in the School Board Policy, includes cyberbullying. If after an investigation students are found to be in violation of these provisions, students shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include but is not limited to the following behavior/overt acts and or circumstances.

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering of the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that students submit to bullying or harassment by other students, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by students is used as a basis for decisions affecting the students.

Retaliation against students because the students have filed a bullying or harassment complaint or assisted or participated in harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any students who are found to have retaliated against others in violation of this policy.

School officials will promptly and reasonably investigate allegations of harassment. The building

principal will be responsible for handling all complaints by students alleging harassment, conducting the investigation, and following through with the results.

School Board Policy #248 UNLAWFUL HARASSMENT
School Board Policy #249 BULLYING/CYBERBULLYING

HEALTH SERVICES

The school health program is designed to maintain, improve, and promote the health of every school child. The school nurse is responsible for supervising the physical well-being of the students. She provides routine health care and immediate first aid in case of accident or illness. The school nurse keeps a health record on each student and evaluates the health status of the students through a variety of means including screening. It is important for parents/guardians to inform the school nurse of any significant health problems or surgery occurring before or during the school year.

Children are weighed and measured each year to note growth and development. Body Mass Index (BMI) is calculated on all students and parents/guardians are notified via email. Vision is also evaluated each year. Children in grades K-3 have their hearing screened. Private or school dental exams are required by the state in grades K or 1 and 3. Upon school entry, either K or 1, a physical exam is required as well as the following immunizations:

All Students K-12:

DTP - 4 doses (4th dose on or after 4th birthday)
OPV - 3 doses
MMR - 2 doses
HBV (Hepatitis B) – complete series of 3
Varicella (chickenpox) – 2 doses

Grade 7:

MCV (Meningitis) 1 dose
TDAP- 1 dose if less than 5 years since last Tetanus immunization

When a child needs to be sent home due to illness or accident, the parent/guardian will be called to come and get the child. In the event that a parent/guardian cannot be reached, an individual whose name appears on the electronic Emergency Form will be notified. Therefore, it is important to provide the school with up to date information regarding phone numbers, baby sitters, etc.

All medication will be administered by a Registered Nurse (RN). All medication will be recorded in a medication log after it is given.

Prescription Medication:

1. All prescriptions must be in a prescription bottle with a current date and the name of the student.
2. A written order from the physician and the signed medication permission form from the parent/guardian must accompany the medication.
3. Medication that is to be given 3 times a day may be given before school, after school, and at bedtime. Therefore, this medication should not be brought to school.
4. Only the doses to be given at school should be brought to school. For a long-term medication, a 4-week supply may be brought to school. The district requests that parents of elementary students bring the medication to school.
5. Students may carry prescription inhalers under some circumstances. This decision is made on an individual basis with the parent and school nurse.

Non-Prescription Medication:

Parents may send a non-prescription medication to school with their child provided it is kept in the nurse's office and is accompanied by a note from the parent requesting that it be given. The medication must be in its original container or packaging.

NO UNLABELED TABLETS IN ENVELOPES OR BAGGIES WILL BE GIVEN/ ADMINISTERED.

Parental/guardian permission is given to the school nurse to give the student acetaminophen (Tylenol), ibuprofen (Motrin), cough drops, or an antacid by signing the electronic Emergency Form which is issued every August or upon registration.

Communicable Diseases

The Pennsylvania Department of Health requires that children be immunized prior to admission to school for the first time. Non-compliance with said regulation could result in exclusion from school.

Please be aware of the state regulations pertaining to school attendance when a child has developed one of the common communicable diseases.

School authorities shall exclude from school any child suspected to be suffering from any one of the diseases mentioned below. The child showing symptoms of any one of these diseases should be taken to a doctor. If the illness is confirmed, the child shall be restricted to his own premises and not permitted to attend school during the interval specified. Likewise, any parent or guardian with the mentioned diseases will not be permitted to visit the school.

Disease:

Excused from school:
Readmitted:

Chicken Pox

Until scabbed over or when skin is dry
School nurse inspection

Disease:

Excused from school:
Readmitted:

Measles

Acute stage
School nurse inspection or family doctor

Disease:

Excused from school:
Readmitted:

German Measles

Acute stage
School nurse inspection or family doctor

Disease:

Excused from school:
Readmitted:

Mumps

Acute stage
School nurse inspection or family doctor

Disease:

Excused from school:
Readmitted:

Ringworm

Unless under treatment and covered
Written statement from private physician

Disease:

Excused from school:
Readmitted:

Scarlet Fever and streptococcal infection of the upper respiratory tract

Until specific therapy has been started and family doctor recommends return
School nurse inspection

Disease:

Excluded from school:
Readmitted:

Pediculosis (Head lice)

As long as there are live lice
Parents must accompany student to school. The school nurse will inspect. Readmitted when no lice are present and/or a significant reduction in nits.

Disease:

Excused from school:
Readmitted:

Impetigo, Conjunctivitis, Scabies

Until in non-contagious state
When has received limited treatment and doctor recommendation

Disease:

Excused from school:
Readmitted:

Whooping Cough

4 weeks, unless recommended by family doctor
School nurse inspection

In addition, any child who is **SUSPECTED** to be suffering from infectious diseases with a temperature of 100.4 or greater shall be excluded from attending school. Students should not return to school, until fever free for 24 hours, without the use of fever reducing medications such as Tylenol or Motrin. Also, children with stomach upset, should remain at home, free of vomiting, for a period of 24 hours, before returning to school.

HOMEWORK

Homework assignments are designed to supplement and reinforce the learning that takes place at school. Homework should:

- Promote good study habits.
- Develop a sense of responsibility and independence.
- Help the child master skills.
- Enhance and stimulate the child's creativity.
- Encourage the child to learn new things.
- Reinforce understanding of what has been taught.
- Inform parents/guardians of what is being taught.

The amount and type of homework assigned by teachers will vary by class and even by student. A "suggested" guide for determining the total amount of time to be given to nightly assignments for all subject areas is 10 minutes times the grade level. Depending on the course load the student is carrying, the amount of time devoted to nightly homework may vary slightly.

Homework Responsibilities for Students -The major responsibility of the student is the completion of homework assignments within the specified time period that demonstrate the student's best effort.

Homework - How Parents Can Help – Parents/Guardians may best assist their children with homework by providing an atmosphere in the home that is conducive to study. The quality of concentration on an assignment is as important as allowing sufficient time for its completion. Students need to learn early in their school experience that the completion of quality work is important and is to be expected. Family support and encouragement are essential if students are to put forth maximum effort in the completion of homework assignment.

Other considerations for parents are:

1. Require your child to read a minimum of 15 minutes per night.
2. Check if the assigned work is done neatly and accurately.
3. Help your child with homework assignments at his/her request, but never do the work for him/her.
4. Encourage the child to inform the teacher if he/she does not understand skills or concepts.
5. Send a note to your child's teacher if an emergency prevents the successful completion of homework.
6. **Share your interests in reading, writing, learning or special interests with your child so that he/she knows that you value learning.**

INSURANCE

The school district does not carry insurance on students and assumes no financial responsibility for routine student injuries. Parents/Guardians should strongly consider providing appropriate insurance coverage for cost of injuries during school through private insurance.

Please Note: ALL injuries occurring on school property must be reported to the teacher and school nurse at once. This is absolutely necessary for your insurance coverage to be effective.

LUNCHESES

Students may bring their lunch from home or purchase a school lunch. If a student brings a lunch from home, he/she may not bring soda or glass containers.

Students who wish to purchase a school lunch have three choices: a hot lunch, which changes daily and is established on a monthly schedule, and a cold lunch that follows a weekly menu. All lunches are

posted on the monthly menu and available on the district website. Checks are acceptable and may be made payable to Carlisle Area School District, however, we encourage families to create an account through myschoolbucks.com. You will need your child's student number in order to create the account which is included on their progress reports or you may contact the school office.

Reduced lunch or free lunch programs are available to qualifying students. Each eligible child must have a completed application on file. Please contact the school office for more information or visit Child Nutrition Services on the district website (www.carliseschools.org) under the "Departments" heading.

MISBEHAVIOR AND RESPONSES

Each building administrator will establish a building conduct code to deal with the variety of misconduct observed at the level. The range of responses the building administrator may utilize includes but is not limited to the following:

- A. verbal reprimand
- B. special assignments
- C. withdrawal of privileges (recess, assemblies, parties, field trips, etc.)
- D. notification and conference with parents
- E. requirement to apologize to abused/aggrieved parties
- F. detention
- G. assignment to time-out rooms
- H. counseling
- I. temporary removal from class
- J. requirement to repair, clean or make restitution of property or damage
- K. in-school suspension (1 to 10 days)
- L. out-of-school suspension (1 to 10 days)
- M. prosecution through law enforcement agencies
- N. recommendation of expulsion

Depending on the circumstances and nature of the student's misbehavior, the administrator may select any response(s) deemed appropriate and necessary.

OFF-CAMPUS ACTIVITIES

A student shall be considered in attendance and subject to all school rules and policies when engaged in field trips, sporting events/practices (either as a participant or a spectator), social activities sponsored by the school or its groups or when traveling to and from school (i.e., at bus stops, etc.).

PARENT TEACHER ORGANIZATION (PTO)

The parent/teacher organizations are actively involved in helping promote student achievement and school improvement projects. Each year the PTO sponsors fund raising projects. With the help of all parents/guardians, these projects can be very successful. Also, there are many other opportunities for parents/others to become involved with the PTO.

PARTY INVITATIONS

Many hurt feelings have been encountered when students issue party invitations at school. To prevent this, invitations are NOT allowed to be delivered at school. Please arrange to have invitations distributed outside the school setting.

PICTURES

Individual pictures of students are taken yearly. Parents/Guardians are under no obligation to purchase pictures. The school receives a small percentage of the total picture sale money that is deposited in the PTO treasury.

POLICE INVOLVEMENT

The Carlisle Area School District employs their own school police who work with local law enforcement agencies. In general, misbehavior which is deemed a police matter outside school will be viewed a police matter if it occurs in our schools.

The police will be notified in all cases of the following:

- A. Possession or sales of controlled substances (to include alcohol and pills).
- B. Defiant trespass - Students on out-of-school suspension are not permitted on school property. They will be arrested if they return illicitly.
- C. Theft or extortion.
- D. Assaults on students or school personnel.
- E. Vandalism, tampering with signaling device or other physical threat to the school.
- F. Weapons (as specified by Act 26 of 1995: Amended June of 1997), to include look-a-likes.
- G. Fighting (disorderly conduct) charges may be filed.
- H. Failure to promptly report a situation that may constitute danger to other students, including, but not limited to, the possession by another student of a weapon, which term includes any knife, cutting instrument, cutting tool, nunchaku, firearm, shot gun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury.

The local police may be notified for use of controlled substances or other offenses deemed appropriate by the building administrators and school security officers.

PROMOTION AND RETENTION

When students experience academic difficulty, parents/guardians will be informed and invited to participate in Child Study Team Meetings. The Child Study Team process will be utilized to identify and document specific areas of concern and it will be used to develop interventions to assist the student. Possible reasons for retention include poor academic achievement, lack of skill mastery, and lack of progress in the curriculum. Every effort will be made to remediate student difficulties before retention is recommended.

RECESS GUIDELINES

All students are given recess each day unless daily recess schedules are changed to accommodate school or class curriculum needs. Decisions to have outside recess depend upon temperature, rain, and other weather factors. Always dress your child for outside recess. Only students with written medical excuses from parents will be allowed to remain in the building during scheduled outside recess. Students may miss recess in order to complete unfinished schoolwork or for disciplinary reasons.

REPORT CARDS AND PARENT CONFERENCES

In order to keep you informed of your child's progress in school, standards based report cards are issued four times during the school year. Report cards will be issued electronically for all four marking periods. Conferences allow for interaction between the parents/guardians and the teacher in an effort to help your child develop to the fullest extent possible. Parents/Guardians are strongly encouraged to attend the conferences.

If at any time during the school year parents/guardians would like to confer with a teacher concerning the progress and welfare of their child, arrangements should be made with the teacher. These conferences will be held at the mutual convenience of parents/guardian and the teacher.

On occasion teachers or other school authorities might find it necessary and desirable to ask parents/guardians to come to the school for a conference concerning their child. In this case the school personnel requesting the conference will contact the family by phone, letter or e-mail.

RULES FOR SCHOOL DISTRICT ATHLETIC EVENTS

We would appreciate parents reminding their children about these rules before they attend any school district sports events.

1. Loitering/standing along the fence at the stadium or other areas will not be permitted.

2. All students must be seated except for appropriate times.
3. All school rules apply at any athletic event.
(Parents/Guardians: Due to state law, this includes the prohibition of smoking.)
4. Signs and artificial noisemakers (bells, sirens, whistles, etc.) are not permitted.
5. If necessary, students will be prohibited from attending sports events for one year or while enrolled in the Carlisle Schools.

It is important that parents/guardians provide supervision for younger children. Families should explain the athletic rules to older children. These rules have been established for the safety of everyone.

SCHOOL PARTIES

The PTO sponsors three classroom parties each year. In addition, after-school events such as skating parties and family socials are scheduled throughout the year. These dates will be published on the school calendar available on the school website.

Please do not arrange to have birthday celebrations at school. Birthday treats may be given to the entire class during snack time or lunch if the classroom teacher and the cafeteria monitor have been notified.

SEARCHES

School officials do have the right to conduct searches for contraband when there is reasonable suspicion. School officials reserve the right to utilize surveillance equipment on busses, district buildings and to ensure the safety of all students. During the time that students are under the jurisdiction of the school, surveillance equipment may be used to monitor their behavior.

School Board Policy #226 SEARCHES

TECHNOLOGY USE

Computers, tablet devices, and a variety of network resources are available for student use to support instruction and student learning. Students and parents/guardians should reference the administrative guidelines at www.carliseschools.org/aup.

School Board Policy #815 ACCEPTABLE USE OF INTERNET & RELATED TECHNOLOGIES

TELEPHONE CALLS

Students who want to use the phone must have permission from a staff member. Emergency calls may be made from the office.

TO AND FROM SCHOOL

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The normal rules of conduct are applicable to our students on our buses. School buses are considered district property and therefore, the rules pertaining to drugs, alcohol, look-alikes, weapons, etc. must be obeyed. The building administrator will handle all bus discipline problems in conjunction with the district's discipline policy. Furthermore, students who are cited for misbehavior on buses may be prohibited from riding the bus according to the following:

General Misconduct

1st offense - A parental/guardian warning of possible bus suspension will be issued.

2nd offense - The student will receive a misconduct notification and detention will be assigned.

3rd offense - The student will not be permitted to use district transportation for one week.

4th offense - The student will not be permitted to use district transportation for an indefinite period of time (more than three weeks).

Any offense involving refusing to obey the driver, fighting, weapons, drugs, alcohol, or tobacco-related, may result in the immediate and indefinite suspension of transportation privileges.

For student safety the following rules are established:

- A. All students must sit in an assigned seat and be seated immediately after boarding.
- B. Students must wait their turn to enter the buses as directed by the driver.
- C. Students must be at their assigned stop location and ready to board the bus five minutes before the scheduled pick up time.
- D. Students may not stand in the aisles or block the aisle with books, backpacks, lunches, instruments, etc.
- E. Students may be taken on and discharged from the bus only at the designated loading zone determined by the administration at the extreme right of the road.
- F. Students shall show drivers the same respect and orderliness we expect in our classrooms.
- G. Students may not play with any electronic devices.
- H. Students may not throw trash or other objects in the bus or out bus windows.
- I. Students may not place parts of the body out of windows.
- J. Students may not bring animals of any kind on the bus.
- K. Students may not use tobacco products on the bus or eat or drink.
- L. Students may not open emergency door unless directed to do so by the driver.
- M. Students may not have water pistols or similar objects on the bus.

In the event that a child must ride another bus or change stop locations, parents/guardians must send a written request or e-mail the principal. Principals will issue bus passes to students who will present the pass to the bus driver. Notes or verbal messages to bus drivers will not be honored.

In the event that a student becomes disruptive at the end of the school day or ill during the school day, the student will not be permitted to travel on the school bus. For a sick child the motion of the bus and the higher temperatures that occur on a bus may aggravate the student's condition and result in more severe actions, vomiting, etc. A bus driver has limited options when this occurs, such as return to school or continue on his/her run. In most cases this not only places the ill student at risk (choking), it may jeopardize other students who are in a relatively small confined area and may come in contact with exposed bodily fluids. In either case, the principal will contact the parents/guardians in order to make other arrangements for the student's transportation.

School Board Policy #810 TRANSPORTATION

Skateboards/Bicycles, Scooters and Rollerblades.

Students in grades 3, 4, and 5 who are not considered bus students may ride their bicycle or scooter to school. Students in grades K - 2 may ride bicycles or scooters to school if a parent/guardian accompanies them. Any student riding a bicycle is required by PA Law to wear a helmet. No student is permitted to ride a bicycle or scooter to school in inclement weather. Skateboards and rollerblades are not permitted on school property.

Walkers

Students walking to school need to obey the pedestrian safety and adult crossing guards. Students must walk to school on sidewalks and along safe routes. They are not permitted to walk in alleys, on the streets, on railroad tracks, through yards, parking lots, etc. Children who need to cross railroad tracks need to be especially careful.

VISITORS

All visitors are to report to the office as they enter the building. Visitors must secure a visitor's pass and are required to wear the visitor's pass on their person. No student visitors will be permitted to be in the building during the school day.

Guidelines for Parent Classroom Visits

The district encourages classroom visitation by parents/guardians to enhance and support the success of instruction for each child. Parents/Guardians requesting to visit the classroom to observe specific academic instruction will need to have the building principal's approval prior to the visit. Therefore, they should provide the principal with twenty-four hour notice and a statement regarding the purpose of

the visit. The decision to permit classroom visits is entirely up to the building principal based upon the purpose of the request.

This stipulation is necessary for the protection of all students and the instructional program because many children in the classroom setting receive special services (ELL, Special Education, Speech, etc.) during the school day to accommodate their individual academic needs, and this information is confidential. Due to FERPA (federal law), requests will be closely monitored to ensure the safety and confidentiality of our student population along with their individual programming needs. Upon receiving permission to visit/observe classroom instruction, the follow criteria must be followed:

- Sign in at the main office to receive a visitor's pass (name tag). You will be escorted to the classroom.
- Refrain from distracting (engaging the attention of) the teacher or students through conversation or other means during your visit.
- Do not record data that is considered confidential about how other children are learning or the services they are receiving.
- Remain inconspicuous and non-disruptive at all times.

Please note that:

- Classroom visits are limited to only one class period (elementary will be defined by the principal) during the school day.
- The main purpose of classroom visits is for individual parents or guardians to gather information on their child to facilitate student learning and classroom success.

When leaving the classroom, please return to the main office to sign out and return your name badge. If you have any questions concerning your visit, please share them with the building principal.

Reference: Administrative Guideline
School Board Policy #907, School Visitors, September, 2009

VOLUNTEERS

Volunteers are parents and other interested adults who volunteer their time to help the school. Some volunteers work in the library and some assist teachers with classroom needs. Parents/ guardians interested in working as volunteer aides should contact the school office. Due to concerns for student welfare and safety the district does reserve the right to select and limit the number of volunteers. Volunteers are required to submit clearances to the school **prior** to volunteering. More information can be found on the district website.

WEAPONS

The Board of Directors of the Carlisle Area School District wishes to bring to the attention of all persons entering this school certain sections of Act 26 of 1995 (amended 1997) as enacted by the Pennsylvania State Legislature. A weapon for the purposes of this section shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuk stick, firearm, shotgun, rifle, look-alike and any tool, instrument, or implement capable of inflicting serious bodily harm.

A person commits a misdemeanor of the first degree if he/she possesses a weapon in the building, on the grounds, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school.

Any person carrying a weapon or look-alike weapon on school property (as described by this act) may be liable to prosecution by the law enforcement agency and will be suspended from the school by the Carlisle Area School District.

School Board Policy #218.1 WEAPONS

WEATHER EMERGENCY

In case of severe weather conditions, the superintendent will decide to:

1. cancel school for the entire day.
2. dismiss school earlier than usual.
3. begin school later than usual.
4. hold school sessions as usual.

In the event of school closings, early dismissals or late starts, an announcement will be made through the following news media:

WHP TV(CBS) Ch 21
WGAL TV(NBC) Ch 8

WPMT TV (FOX) Ch 43
WHTM TV (ABC) Ch 27

Parents/Guardians are urged not to call the schools for such information. In the event that a school bus does not arrive, students are required to wait for 25 minutes after the scheduled pickup before returning home.

Notification System (School Messenger)

The Carlisle Area School District has implemented a parent/guardian notification system designed to provide you with important information in an efficient and timely manner via your phone number and/or email account. Traditional notification (radio, TV, website) will continue to be used.

The district will only notify you when there is a situation that will require you to take action regarding your child. Examples which constitute notification include delayed starts, early dismissals, school cancellations and school attendance. Notifications will be made between the hours of 6:00 a.m. and 9:00 p.m.

One of our greatest challenges to maintaining an effective and efficient system is the maintenance of accurate parent information. The notification system will use the phone number/e-mail address initially given us for your student. Should your information change you may call or email the school with the changes. It is extremely important that you notify the school anytime the notification information changes. All families must register their children in InfoSnap which is our district's online registration system.

WITHDRAWALS AND TRANSFERS

The school laws of Pennsylvania require that students reside within the boundaries of the school district in which they are enrolled, except for circumstances when tuition is paid. When families move they should supply the school with their new address. If their child is going to withdraw from the school, the school needs to be given the exact date of withdrawal and the name and address of the new school their child will be attending.

If a student moves within the Carlisle Area School District, the school should be promptly notified of the new address and the transfer will be processed. Requests to remain in the same school for a specific period of time can be made to the Assistant Superintendent.

DISCIPLINE CODE OF CONDUCT OVERVIEW

Chapter 12 of the Pennsylvania School Code establishes the rule-making power of the Board of School Directors. The code states, *"The school board has the authority to make reasonable and necessary rules governing the conduct of students in school... A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose."* The code further states, *"Each board of school directors shall adopt a code for student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities."* Law requires that the district's code be published and distributed to students and parents.

Since this discipline code is designed for the Carlisle Area School District (Grades K-12), our purpose is to establish general guidelines and cite policy applicable to all students. This code will be supplemented

by each building's code of conduct. Please contact your child's building principal for copies of special rules and regulations

THE CARLISLE WAY

VISION STATEMENT

“Empowering Every Learner”

MISSION STATEMENT

The Carlisle Area School District is committed to providing all students with educational and leadership opportunities to meet the challenge of personal responsibility, enabling them to become contributing members of our diverse society. The district will excel in student achievement, community engagement, and financial stewardship.

BELIEF STATEMENTS

- **Student Achievement:** All students will have the opportunity to achieve academic excellence in order to become life-long, responsible and resourceful learners who think critically and creatively, communicate effectively and collaborate in a global world.
- **Professional Learning Community:** Highly qualified, innovative and compassionate staff will be committed to life-long learning and professional growth in order to meet the individual learning needs of all students in a safe and supportive environment.
- **Academic and Extra-Curricular Programs:** A diverse, challenging and academically rigorous instructional program will meet the college and career readiness goals of all students. Extra-curricular programs will provide opportunities for students to develop leadership, interpersonal and team-building skills.
- **Student Services:** A wide range of support services will be provided to students in order to meet their academic, emotional and social needs.
- **Diversity:** Each student will have an educational experience that values and accepts diversity as an integral part of a global society.

Community Engagement: Partnerships with the community will allow our students to engage in service learning experiences and career opportunities, will provide increased access to community services and resources, and allow members of the community to participate in a variety of educational opportunities.

Financial Stewardship: Resources and financial assets will be managed in a fiscally responsible manner that supports and enhances the academic, extra-curricular and support services in order to meet the needs of every student.

STUDENT RIGHTS AND RESPONSIBILITIES

Students do have rights. They have the legal rights given them by the Constitution and other laws. These rights include the right to an education, the right to express their opinions and the right to be free from insidious discrimination. Students also have human rights. These include the right to be treated with dignity and the right to contribute to the educational process.

All persons residing within the Commonwealth of Pennsylvania between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- A. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
- B. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- C. Dress and groom to meet fair standards of safety and welfare of the school community and the protection of school property. Students should dress and groom so that they do not cause a disruption to the educational processes.
- D. Assist the school staff in operating a safe school for all students enrolled therein.
- E. Comply with Commonwealth and local laws.
- F. Exercise proper care when using public facilities and equipment.
- G. Attend school daily and be on time to all classes and other school functions.
- H. Make up work when absent from school.
- I. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
- J. Report accurately and not use indecent or obscene language in student newspapers or publications.

School Board Policy #235 STUDENT RIGHTS/SURVEYS

SUSPENSION AND EXPULSION

Exclusions from school (suspensions or expulsions may result from):

- A. Recurring unexcused absences or tardiness (when students are past compulsory attendance age). For high school students a total of six days of unexcused absences warrants consideration for suspension and/or expulsion under this section.
- B. Possessing and/or use of tobacco products in the school buildings, on school buses or on the school grounds and/or at any school sponsored activities.
- C. Excessive number of dismissals from class.
- D. Tampering with any of the school's safety/signaling systems.
- E. Using physical force on others (including school employees).
- F. discharging any pyro-technical device – such as smoke bombs, cherry bombs, scribes, pop-its and the like.
- G. Selling, possessing, using or manufacturing drugs, alcohol, pills or paraphernalia, or look-alikes.
- H. Using obscene or profane language.
- I. Willfully disobeying or defying school authority.
- J. Harassing or assaulting others.
- K. Participating in fight(s).
- L. Vandalizing or destroying school property.
- M. Violating state/federal laws (ex. stealing, extorting, and harassing).
- N. Possessing weapons and/or look-alikes on school property.
- O. Harassing, threatening school officials or visitors.
- P. Harassing or bullying (to include cyber-bullying) other students.
- Q. Failure to attend mandatory assessment in conjunction with violations of the drug and alcohol policy.
- R. Committing any other offense deemed sufficiently serious by the administration.

School Board Policy #233 SUSPENSION AND EXPULSION

APPENDIX A

HEARING RIGHTS*

Formal Hearings

A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible.
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Informal Hearings

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
2. The following due process requirements shall be observed in regard to the informal hearing:
 - a. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - b. Sufficient notice of the time and place of the informal hearing shall be given.
 - c. A student has the right to question any witnesses present at the hearing.
 - d. A student has the right to speak and produce witnesses on his/her own behalf.
 - e. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

*The Hearing Rights listed here are those guaranteed by the *Pennsylvania Code Title 22. Education, Chapter 12 of 1984.*

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

APPENDIX B

DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES

The Carlisle Area School District recognizes that substance abuse is one of society's greatest problems. Since the school is an integral part of society, substance abuse must be addressed with specific consequences.

The following definitions shall be understood:

Drug:	any controlled substance included in Regulations of Controlled Substance as declared by law
Alcohol:	any alcoholic or malt beverage or substance (The sale or distribution of alcohol to minors is prohibited by law.)
Paraphernalia:	any pipe, rolling papers, bong, bowl, roach clip, syringe or other instrument potentially used to smoke or otherwise consume dangerous drugs
Look-Alikes:	non-controlled substances which are look-alike drugs, over-the-counter <u>or</u> prescription drugs which are abused or not handled by students in accordance with the district's policy on medication

School Board Policy #227 CONTROLLED SUBSTANCES/PARAPHERNALIA

The appropriate guidelines for the following situations are listed below:

1. Student is suspected to be under the influence and does not admit or indicate use.
 - a. The situation will be treated as a medical emergency. The student will not be left alone; the nurse and/or principal will be summoned immediately. If necessary, additional medical help will be secured. If the student must be taken to a medical facility, s/he will be accompanied by the principal or by the principal's designee.
 - b. The parents/guardians will be notified of the incident as a medical emergency. They will be summoned to the school, emergency room or other medical facility.
 - c. The principal will make all necessary investigations. A search of the student's locker, person or possessions may be conducted. Drugs, alcohol, paraphernalia or look-alikes will be seized. Anything found will immediately be given to appropriate medical personnel to aid in identification and treatment.
 - d. All concerned parties will maintain the confidentiality of the situation. The student's situation shall be referred to as "peculiar actions" or the like. Information shall be restricted to those with a need to know - medical personnel, principal, Superintendent, nurse and counselor. Initial communication to parents/guardians will consist of reporting a medical emergency and describing symptoms.
 - e. Upon completion of the principal's investigation, the principal may determine that the situation constitutes possession, sales or delivery, use or is a valid medical emergency not related to abuse. (See the district's policy on medical emergencies.)

- f. If drugs, alcohol or look-alikes are seized or if subsequent investigation shows that criminal activity took place, the police will be notified.
 - g. If the investigation shows that the use of drugs, alcohol, or look-alikes is involved, the students will be assigned a ten (10) day out-of-school suspension. A mandatory student-parent-principal conference will be conducted prior to the student's return to school.
 - h. If the investigation shows that the use of drugs, alcohol or look-alikes is involved, the principal will mandate assessment by a licensed drug and alcohol counselor. Students and parents are strongly encouraged to comply with the recommendations of the drug and alcohol assessment. Parents/guardians and student will be informed that, in the event that a second offense occurs while the student is enrolled in the district, it will result in recommendation for expulsion (see Notes 1 and 2).
2. Student is suspected to be under the influence and admits use.
- a. The situation will be treated as a medical emergency. The student will not be left alone; the nurse and/or principal will be summoned immediately. If necessary, additional medical help will be secured. If the student must be taken to a medical facility, s/he will be accompanied by the principal or by the principal's designee.
 - b. The parents/guardians will be notified of the incident as a medical emergency. They will be summoned to the school, emergency room or other medical facility.
 - c. The principal will make all necessary investigations. A search of the student's locker, person or possessions may be conducted. Drugs, alcohol, paraphernalia or look-alikes will be seized. Anything found will immediately be given to appropriate medical personnel to aid in identification and treatment.
 - d. All concerned parties will maintain the confidentiality of the situation. The student's situation shall be referred to as "peculiar actions" or the like. Information shall be restricted to those with a need to know - medical personnel, principal, Superintendent, nurse and counselor. Initial communication to parents/guardians will consist of reporting a medical emergency and describing symptoms to parents/guardians.
 - e. Upon completion of the principal's investigation, the principal may determine that the situation constitutes possessions, sales or delivery.
 - f. If the principal finds that only use, as opposed to sale (see section 6) of drugs, alcohol or look-alikes is involved, the student will be assigned a ten (10) day out-of-school suspension. A mandatory student-parent-principal conference will be conducted prior to the student's return to school.
 - g. The principal will mandate assessment by a licensed drug and alcohol counselor. Students and parents/guardians are strongly encouraged to comply with the recommendations of the drug and alcohol assessment. Parents/guardians and the student will be informed that, in the event that a second offense occurs while the student is enrolled in the district, it will result in recommendation for expulsion (see Notes 1 and 2).
 - h. If use of alcohol or drugs took place, the police will be notified.
 - i. The principal will notify the Superintendent of the situation (verbally and in writing).
3. Student comes forward and admits that s/he is currently under the influence and seeks assistance.
- a. The situation will be treated as a medical emergency. The student will not be left alone, and the nurse and/or principal will be summoned immediately. If necessary, additional medical help will be secured. If the student must be taken to a medical facility, s/he will be accompanied by the principal or by the principal's designee.
 - b. The parents/guardians will be notified of the incident as a medical emergency. They will be summoned to the school, emergency room or other medical facility.
 - c. The principal will make all necessary investigations. A search of the student's locker, person or possessions may be conducted. Drugs, alcohol, paraphernalia or look-alikes will be seized. Anything found will immediately be given to appropriate medical personnel to aid in identification and treatment.
 - d. All concerned parties will maintain the confidentiality of the situation. The student's situation shall be referred to as "peculiar actions" or the like. Information shall be

- restricted to those with a need to know - medical personnel, principal, Superintendent, nurse and counselor. Initial communication to parents/guardians will consist of reporting a medical emergency and describing symptoms to parents/guardians.
- e. Upon completion of his/her investigation, the principal will determine if the situation should continue to be handled as a medical emergency in that the student's motive for admission was to seek treatment rather than avoid punishment. If the motive was to seek help, this situation will be handled as section 4 after the immediate medical concerns pass. If the principal determines that the chief motive was to avoid punishment, the situation will be handled as section 2.
4. Student comes to a staff member, admits use and seeks assistance. The student is not currently under the influence.
 - a. The student will not be disciplined for seeking help for substance abuse.
 - b. The student will not be reported to law enforcement authorities for seeking help for substance abuse.
 - c. The student will be advised of the availability of professional help.
 - d. The student will be advised to discuss his/her situation with his/her counselor or the school nurse. Students will be provided with a timeline to seek assistance and comply with appropriate recommendations.
 - e. Staff members may consult with the school nurse or counselor concerning the situation, preferably with the student's consent.
 - f. Staff members must guard the confidentiality of the student while working to assist the student.
 - g. If after a reasonable amount of time, the student's need for assistance still exists and the staff member deems that the situation is not progressing satisfactorily, the staff member should give the student a deadline for initiating action to deal appropriately with the situation.
 - h. If the student fails to meet the cited deadline, the staff member should notify the student's parents/guardians of the situation. The staff member should also notify the student's counselor.
 - i. Law enforcement involvement will ordinarily not be warranted under these circumstances.
 5. Student possesses marijuana, hashish, other controlled substances, alcohol or look-alikes. If under the influence or suspected of being under the influence, see 1-4. If the student is not currently under the influence, the following guidelines apply:
 - a. Staff members will seize all suspected contraband and escort student to the office of the principal. The staff member will report his/her knowledge of the circumstances verbally to the principal. Later the staff member will file a written report to the principal.
 - b. The principal will conduct an investigation into the circumstances surrounding the situation. If the principal deems necessary, a search of the student's locker, person and possessions may be conducted. Drugs, alcohol, paraphernalia and look-alikes will be seized. The principal will discuss the circumstances with the student involved.
 - c. Confidentiality is the responsibility of all staff members.
 - d. The parents/guardians will be notified and summoned to the building.
 - e. The law enforcement officials will be notified and charges will be pressed. All evidence will be forwarded to the appropriate authorities.
 - f. The student will be assigned a ten (10) day out-of-school suspension. An informal hearing will be offered the student and his/her parents/guardians. After the informal hearing the principal may recommend that the student be expelled. If the principal recommends an expulsion, a formal hearing will be scheduled.
 - g. If the student is not expelled, the principal will mandate assessment/counseling by a licensed drug and alcohol counselor. Students and parents are strongly encouraged to comply with the recommendations of the drug and alcohol assessment. Parents/guardians and student will be informed that, in the event that a second offense occurs while the student is enrolled in the district, it will result in recommendation for expulsion (see Notes 1 and 2).

- h. The principal will notify the Superintendent or designee of the situation (verbally and in writing).
6. Student sells, manufactures or delivers drugs, alcohol, paraphernalia or look-alikes.
- a. Staff members will seize all suspected contraband and escort the student to the office of the principal. The staff member will report his/her knowledge of the circumstances verbally to the principal. Later the staff member will file a written report with the principal.
 - b. The principal will make all necessary investigations. A search of the student's locker, person or possessions may be conducted. Drugs, alcohol, paraphernalia or look-alikes will be seized.
 - c. Confidentiality is the responsibility of all staff members.
 - d. Parents/Guardians will be notified and summoned to the building.
 - e. The law enforcement officials will be notified and charges will be pressed. All evidence will be forwarded to the appropriate authorities.
 - f. The student will be assigned a ten (10) day out-of-school suspension. An informal hearing will be offered to the student and his/her parents/guardians. After the informal hearing the principal may recommend that the student be expelled. If the principal recommends expulsion, a formal hearing will be scheduled.
 - g. If the student is not expelled, the principal will mandate assessment/counseling by a licensed drug and alcohol counselor. Students and parents are strongly encouraged to comply with the recommendations of the drug and alcohol assessment. Parents/guardians and students will be informed that in the event that a second offense occurs while the student is enrolled in the district, it will result in recommendation for expulsion (see Notes 1 and 2).
 - h. The principal will notify the Superintendent or designee of the situation (verbally and in writing).
7. Student repeats use or possession during their enrollment in the Carlisle Area School District.
- a. All school staff members will respond as if the situation was the individual's initial infraction in accordance with the situations listed above until school punishment is to be issued.
 - b. The student will be assigned a ten (10) day out-of-school suspension. An informal hearing will be offered to the student and his/her parents/guardians.
 - c. After the informal hearing the principal shall recommend that the student be expelled.
 - d. Students who are expelled for drug and alcohol policy violations will be required to complete a drug and alcohol assessment by a licensed provider and comply with the recommendations of the assessment and other conditions outlined in the adjudication at the expense of the parent/guardian.
 - e. The principal will notify the Superintendent or designee of the situation (verbally and in writing).
8. A student (or other person) advises a staff member of another student's use, possession or sales.

The staff member should attempt to determine the reporting person's motive. If s/he seeks to have the student reported to the authorities, the staff member should assure the person that his/her confidentiality will be maintained to the extent legally possible subject to requirements of law enforcement authorities, and ask him/her to report the matter to the principal. If the staff member believes the case merits immediate action, s/he should report the situation to the principal after assuring the reporting person that his/her confidentiality will be maintained. This step should be undertaken only if the staff member determines that the health, safety or welfare of the student or others is in immediate jeopardy.

If the reporting student's motive is to seek help for a friend and the friend's immediate health, safety and welfare are not at risk, the staff member should encourage the student to relay information about help and the student's right to confidentiality.

- a. Confidentiality is the responsibility of the staff member who was contacted. The staff member should not extend knowledge of the situation to anyone other than the school

- nurse or the counselor.
- b. The individual who reported the situation should be encouraged to have the friend personally contact a staff member who can help. Establishing deadlines may be considered.
 - c. The person who reported the situation should be encouraged to see the counselor or nurse for additional information.
9. Nonstudents are suspected of using, selling, dispensing drugs, alcohol or look-alikes on school property.
- a. Staff members and others should report the situation to the principal.
 - b. The principal will conduct an investigation within the parameters of his/her educational duties.
 - c. If the situation appears to be criminal activity, the principal will contact the law enforcement authorities and provide them with the information s/he has gathered. The principal will issue a trespass notice to all such individuals.
 - d. If the situation is suspect but cannot be shown to be unlawful, the principal will issue a trespass notice to the suspect individuals.
 - e. The principal will ensure that charges are brought against all known trespassers.
 - f. Confidentiality required by civil law will be maintained.
 - g. The principal will notify the Superintendent or designee of the situation (verbally and in writing).
- Notes:
1. Students who are expelled for drug and alcohol policy violations will be required to complete a drug and alcohol assessment by a licensed provider and comply with the recommendations of the assessment and other conditions outlined in the adjudication at the expense of the parent/guardian.
 2. The Code of Conduct for extra-curricular activities specifies the penalties for students who participate in extra-curricular activities.

APPENDIX C

ADMINISTRATIVE GUIDELINES FOR THE REPORT CARD AND STUDENT RETENTION ELEMENTARY SCHOOLS

Adopted February 21, 1984

Revised November 5, 1986

Revised Summer, 2000

Revised Summer, 2010

- I. The principal will ensure that teachers have an understanding of the standards based report card, assessment results, and the retention process.
- II. Teachers will explain the standards based report card to parents at the first Back-To-School Night or Orientation.
- III. At the first parent conference, the teacher should:
 - explain the student's report card
 - explain the reporting criteria on the standards based report card
 - review the student's assessment results
 - explain the student's reading level
- IV. If a student experiences difficulty at any point beyond the first marking period, the teacher will initiate the Child Study Team process. During this process the educational team collaborates with parents to assist the student. The Child Study Team exists as a tool to identify and document specific areas of concern, develop interventions to assist the student, and monitor the effectiveness of these

interventions. Parents/Guardians will receive a copy of the Child Study Team notes. Every effort will be made to remediate student difficulties before retention is recommended.

V. Possible reasons for retention include:

- poor academic achievement, in general
- lack of skill mastery and progress in the curriculum

Note: immaturity is never a sole reason for retention.

- VII. After consultation with the educational team, the principal will make the final recommendation concerning student retention.
- VIII. If parents/guardians do not accept the recommendation by the building principal, they may appeal this decision to the Assistant Superintendent by June 30.
- IX. If the building principal recommends a child for retention who had been recommended the previous year but promoted because of the parent's/guardian's request, the retention will be final with no appeal.

ADDENDUM

Dear Parents/Guardians:

In compliance with various state and federal regulations, the Carlisle Area School District is required to inform you of the following services and procedures. Should you have any questions or concerns related to these, please feel free to contact me.

John W. Friend
Superintendent
240-6800

CARLISLE AREA SCHOOL DISTRICT EQUITY STATEMENT

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap in its activities, programs or employment practices as required by Title IX and Section 504.

No person shall on the grounds of race, color, national origin, age, sex, sexual orientation, religion or handicap be excluded from participation in or be subject to discrimination in any program or activity funded, in whole or in part, by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs. For information regarding civil rights and grievance procedures, contact Christina Spielbauer, Title IX Coordinator, Section 504 Coordinator, at 540 West North Street, Carlisle, PA 17013-2298. (717) 240-6800. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Christina Spielbauer, Title IX Coordinator, Section 504 Coordinator.

ANNUAL NOTICE OF RECORDS POLICY

Under the Family Educational Rights and Privacy Act (FERPA) the Carlisle Area School District affords parents and students over eighteen (18) years of age certain rights with respect to student's education records. These rights are as follows:

1. To inspect and review the student's education records within 45 days of the date the district receives a request for access.

Parent or eligible student should submit to the school principal a written request that

identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parent or eligible student may make notes from the record or may request copies for a fee per page.

2. To request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading.

Parent or eligible student may request in writing the Carlisle Area School District to amend a record that they believe is inaccurate or misleading. The letter should be written to the school principal clearly identifying the part of the education record in question and specify why it should be changed. If the school district decides not to amend the record, as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when this notification is made.

3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 School Board; a person or company with whom the school district has contracted as its agent to provide a service instead of using its own employees or officials (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 task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. To file a complaint with the United States Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

Correspondence should be directed to:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

School Board Policy #216 SUPPLEMENTAL DISCIPLINE RECORDS
School Board Policy # 249 Bullying/Cyber-bullying

DIRECTORY INFORMATION

The District will provide directory information to military recruiters, other educational institutions, and others with a legitimate education or public interest in compliance with State and Federal laws. This is intended to include the press in the case of directory information including degrees and awards received and athletic team membership and achievements.

The following is considered directory information by the Carlisle Area School District:

- student's name
- address
- telephone listing
- date and place of birth

- participation in officially recognized activities and sports
- degrees and awards received
- most recent previous educational agency or institutional attended by the student

Parents/guardians or students have the right to specifically opt out of lists of students provided to military recruiters under the No Child Left Behind Act. Parents can prevent student information from going to military recruiters without opting out of the release of general directory information as set forth above, to the press or other organizations having a legitimate educational or public interest in the information.

The parents/guardians or adult students who do not want the directory information released must submit in writing a request to the appropriate grade level principal within twenty (20) days of the start of the current school year. Once the opt-out provision has been exercised, it remains in effect permanently or until such time as the parents/guardians or adult students notify the district that it is rescinded.

FREE AND REDUCED PRICE MEAL BENEFITS

Families suffering financial hardships can apply for free milk benefits for kindergarten children, free breakfast benefits and free and reduced price lunches for their children. Information about this program is sent home at the beginning of the school year. Any new families or families whose financial situations change during the year can receive information about the program by contacting the Chartwells Director of Dining or your building principal.

SCHOOL ATTENDANCE

The Carlisle Area School District encourages and expects regular school attendance and will comply fully with the provisions of ACT 29 of 1995.

ACT 29, which became effective on March 6, 1996, requires students who have been truant and their parents or guardians to attend a hearing before the District Justice, raising to \$300.00 the fine placed on parents or guardians when students are truant, and requires parents or guardians to pay court costs or be sentenced to complete a parenting education program. (run on sentence—something may be missing before the highlighted—does not make sense)

If the parents are not convicted for the student’s truancy and the student continues to be truant, the student can be fined up to \$300.00 or can be assigned to an adjudication alternative program. The new law does permit the District Justice to suspend a sentence given to the parent or child if the child attends school regularly.

When a student is truant, ACT 29 allows authorities to rescind student driving privileges for 90 days for a first offense and six months for a second offense. Students who are truant, but who do not have a driver’s license are prohibited from applying for a learner’s permit for 90 days for the first offense and for six months for a second offense.

ANNUAL NOTICE TO PARENTS REGARDING PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Carlisle 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 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.

Further information may be obtained by contacting the Director of Special Education, 540 West North Street, Carlisle, PA 17013. Phone 717-240-6800.

ANNUAL NOTICE TO PARENTS FOR ELIGIBLE, EXCEPTIONAL STUDENTS OR THOSE SEEKING ENROLLMENT IN SPECIAL EDUCATION PROGRAMS

Under federal and state law, each exceptional child or thought to be exceptional child, age 3 through age 21, has the right to a free public school education designed to meet the child's unique learning needs. This includes specially designed classroom instruction and related services needed by the youngster to benefit from the classroom program. Exceptional children and their parents are also entitled to special protections - often called "due process procedures" - to assure that their opinions are considered by school officials. The school district where the parents live is responsible for making sure each student receives a free appropriate public education. Special programs and services can be provided in a regular classroom, a special classroom or in a special school depending on the needs of the child.

The first step is referral. This is a letter which notifies the school that your child may need special help learning because of a possible learning, physical or emotional handicap. The next step in identifying a student as exceptional and in need of a special education program(s) and/or service(s) is completion of a comprehensive Multidisciplinary Evaluation consisting of an assessment of communication, social, motor, behavior, academic, work/vocational skills, and learning and retention ability. You must give written permission for this evaluation. The evaluation must be completed within sixty (60) calendar days after the school receives your written permission. If you do not give permission for the evaluation, the school district may request a pre-hearing conference to discuss concerns. If the issues are not resolved at the pre-hearing conference, an impartial Due Process hearing may be scheduled, if you give permission for the evaluation. It is scheduled and within ten (10) school days after completion of the evaluation, a comprehensive report is prepared recommending whether or not your student is exceptional and in need of special education programs and services. This report is delivered to you within five (5) school days of its completion.

Further information may be obtained by contacting the Director of Special Education, 540 West North Street, Carlisle, PA 17013. Phone 717-240-6800.

RACIAL, ETHNIC, RELIGIOUS STATEMENT

The Carlisle Area School District celebrates the multicultural diversity of its population. Institutional and individual sensitivity is critical to the successful operation of all schools. Racial, ethnic, religious or cultural demeaning, defamation or intimidation of any kind will not be tolerated.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The Carlisle Area School District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its program or activities.

Mr. John W. Friend, Superintendent, 540 West North Street, Carlisle, PA 17013, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the ADA coordinator.

CARLISLE AREA SCHOOL DISTRICT ADA GRIEVANCE PROCEDURE

The Carlisle Area School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Mr. John W. Friend, Superintendent, (717) 240-6800, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within five (5) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Superintendent. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Superintendent and a copy forwarded to the complainant no later than twenty (20) days after its filing.
5. The ADA coordinator shall maintain the files and records of the Carlisle Area School District relating to the complaints filed.

DISTRICT-WIDE STANDARDIZED TESTING PROGRAM

The district-wide testing program of the Carlisle Area School District is designed to provide pertinent information concerning the proficiency of students in the district on standardized tests of academic achievement and aptitude. During the school year, students will participate in a variety of local assessments and selected grades will participate in state assessments. If you have any questions, please contact Dr. Quinn for more information.

Dr. Karen Quinn, Director of Curriculum & Instruction
540 West North Street, Carlisle, PA 17013
Phone 717 240-6800 x 16806

EOE STATEMENT

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, genetic information, religion or handicap in its activities, programs or employment practices as required by applicable law.

No person shall on the grounds of race, color, national origin, age, sex, sexual orientation, genetic information, religion or handicap be excluded from participation in or be subject to discrimination in any program or activity funded, in whole or in part, by federal funds. For information regarding civil rights and grievance procedures, contact Ms. Christina M. Spielbauer, Title IX Coordinator, Section 504 Coordinator, at 540 West North Street, Carlisle, PA 17013-2298. (717) 240-6800. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Ms. Christina M. Spielbauer, Title IX Coordinator, Section 504 Coordinator.