

Trojan U

Teacher Handbook

2026-2027



Administrators Supervisory Responsibilities

	Administrator	Extension
<i>Principal</i>	Mrs. Trisha Thomas	16105
<i>Director</i> 9-12	Mrs. Deb Luffy	13317
<i>Director</i> 6-8	Ms. Melissa Cashdollar	13316
<i>Supervisor</i> <i>of Transitional Services</i>	Mrs. Molly Onomastico	12323

Counselors

CASHS:

Grade 9 Jamie McMillen A-K (261-3341) Lindsay Leonard L-Z (261-5623)

Grade 10 Devyn Heinbaugh A-K (261-3338) Ginger Rotz L-Z (261-3340)

Grade 11 Victor Acheson A-K (261-5615) Emma Mummert L-Z (261-3339)

Grade 12 Audra Hochreiter A-K (261-3337) Lisa Hill L-Z (261-5660)

CMS:

A-K Mrs. Traci Miller ext 85521

L-Z Mrs. Heidi Lebitz ext 85520

CAMS N:

Mrs. Heather Miller

Mr. Michael Overcash

Mrs. Linda Moyer

CAMS S:

Lauren Collier

Erica Moser

Kayla Rosenberger

Chambersburg Area School District Vision,

Mission and Beliefs

Vision: *Every child achieves in school and attains the skills needed to be successful in the future through a highly collaborative culture of honesty, trustworthiness and passion for our mission of bettering the lives of children.*

MISSION STATEMENT: *Safe, nurturing, and engaging environment where students will receive a rigorous and responsive education that will empower them to compete globally.*

DISTRICT GOALS:

- Improve student achievement and outcomes.
- Ensure that students are career and college ready.
- Ensure that the Chambersburg Area School District has the most talented staff.
- Ensure that the Chambersburg Area School District is financially stable and shows evidence of financial stewardship.

BELIEF STATEMENTS:

- Students, family, school and community share the responsibility and accountability for learning.
- Every student deserves a well-rounded education with high academic standards.
- Every student can be successful.
- Every student learns differently.
- Learning takes place best in a positive and safe environment.
- Meaningful instruction has a real-world application.
- Learning is life-long.

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admissions, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments, The Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Titles VI and IX and Section 504, may be directed to the Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone 717-261-3477.

“Si usted no puede hablar o leer inglés y necesita ayuda entendiendo esta información, por favor llame al 717-261-3359. Dígale a la persona que se comunique con la escuela y ellos se comunicarán con la intérprete de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias.”

Trojan U Information Sheet for Teachers

Basic Information

Admin Education Center
Trojan U
CABS2 and Alternative Instruction
717-261-3350 office
435 Stanley Ave Chambersburg Pa 17201

Evacuation

- Trojan U will follow CASHS Emergency Drill schedules
- Fire Evacuation Plan should be posted in your classroom and explained to all students ahead of a drill or emergency.
- Run, Hide, Fight training should be covered with your students in preparation for an evacuation and/or lockdown.

Hours

- 7:30 A.M. - 3:00 P.M. and half days switch at 11:15 A.M.

Keys

- Keys will be distributed to access classroom and adult restroom.
- Your ID card is the fob to enter the building.
- Alarm System: If you come in after hours, enter through the front main door. You will set the alarm off if you come through any other doors.

Parking Permit

- Documentation must be completed and submitted to receive a parking pass.
- A parking pass must be displayed at all times from the vehicle's rearview mirror.

Morning Announcements

- Please check Schoology for announcements.

Walkie Talkie

- Use the CMS channel to communicate with staff.
- When an SRO is needed, use the CASHS channel.

Absences

- Absences should be submitted through the CASD Frontline Education (AESOP) system: www.login.frontlineeducation.com or call 1-800-942-3767. The link can also be reached on the CASD website under the Essential Staff tab. An ID/username and password is required to enter an absence.

- Submit absences ASAP (at least 2 hours prior to the time requesting off). If you are submitting an absence late (6:30 a.m. or later) you should also email/text Mrs. Thomas to ensure your classes get coverage.
- Leave attendance rosters, seating charts, substitute plans, safety plans, and any pertinent information for student accommodations in IEP/504 plans that a covering teacher would need in order to supervise your classroom
- Office provides the substitute w/ a copy of your schedule and a key. Notify teachers/assistants you work with if possible.
- Personal days are submitted electronically; no paperwork is needed. There are a limited number of teachers in the building, currently 5 who are allowed to use a personal day on any given day. Insert your name in the Personal Day Google Calendar prior to submitting it to confirm availability.
- It is necessary to have emergency sub plans ready in the event you are unexpectedly absent. Teachers should have 3 days of emergency plans in a red folder/binder. Make them visible, or have a colleague know where they are.

Submitting Grades

- See the attached Sapphire Shorts for submitting progress report grades and end of the marking period grades.
- **Grades must be updated weekly.**
- Make sure your Schoology/Google Classroom grades and Sapphire grades are matching. Grades in Sapphire are the official grades.

Student Information

- Sapphire Suite Information System (look for icon on desktop) is the hub for attendance, grades, IEPs, 504 plans, ELL information, medical information, parent contact information, and student information.
- To prepare for parent meetings with a translator, send an email request to translation_request@casdonline.org. They will schedule the meeting for you if you give them a date and time.
- You can also use LanguageLine for parent meetings:
 - Dial: 18668743972
 - Provide Client ID: 507978
 - Indicate the language you need
 - Provide access code: 804

IEP meetings

- If a special education teacher contacts you for information about a special education student in your class, please give them detailed responses, including what modifications you are or are not using.

Duty:

If assigned a duty you are to show up promptly and stay for the entire duration of your designated duty.

Trojan U Updates

- Updates are sent out at least once a week and will include important upcoming academic and social events as well as celebrations.
- Please check Schoology daily for additional updates.

Discipline

- If you need to enter a student **discipline referral** to an administrator, follow the steps below:
 1. Once logged in, click on “Discipline.”
 2. Click “New Referral.”
 3. Under “Student ID,” type in student’s name.
 4. Click floppy disc for save.
 5. Type in incident details under “Edit Official Description.”
 6. Click floppy disc for save.

Copy Work

- For small amounts of copies you can use any printer in the building. If printing more than 25 copies you should use a larger copier.
- To send work to be the copy center please use the CASD COPY REQUEST FORM. Copies of this form can be found on the short counter in the mailroom. A request needs to be completed and paperclipped to each assignment. You must fill in the following information on the request form:
 - Requestor Name (Your name)
 - Document Title (What is your document called?)
 - Date submitted
 - Date due (when you want to have it back - a 2 day turn around is average)
 - # of originals (how many pieces of paper is the original)

- # of copies (how many copies you need)
- Check the box that corresponds to the total number of pages (Pieces of paper) over or under 700
- SIGN!
- Finishing Work
 - Collated, stapled, 1 vs 2-sided, folding, 3 hole punch, special instructions (colored paper) must be written on the lines provided.
- You can also email the copy center at xerox@casdonline.org. You must provide the information listed above in your email with your assignment attached.

Supply Requests

- Supplies can be requested to Trisha Thomas using this google form: [SUPPLY REQUEST](#)
 - Supplies you can request (but not limited to):
 - Paper (lined, computer, graphing, construction, poster board)
 - Folders, hanging file folders, manila folders
 - Composition notebooks
 - Pencils, crayons, markers, colored pencils
 - Glue (liquid and sticks)
 - Tape dispenser, refill, masking tape
 - Scissors, rulers, meter sticks
 - Stapler, staples
 - Paper towels
 - Binder clips (large and small), rubber bands, post-its, paper clips (large and small), index cards (large and small)
 - Expo markers, erasers, whiteboard cleaner
 - Timeslips

Daily tasks

- **Every day**
 - **Submit attendance by 8:15 a.m..** Any student that comes to class after 8:00 a.m. is tardy. Allow students to enter your classroom and update their attendance in Sapphire. You will not need to send them to the main office for a tardy slip. This will avoid unnecessary, extra traffic in hallways.
 - **Document behavior issues early and often.** Check with the student's other teachers to see if this is a recurring behavior that needs to be addressed. Contact the parent/guardian early.
 - **When submitting referrals, you should include all actions that you have taken prior to referral submission.** You should keep a call log of all phone calls/email contact you have made or attempted to make with the parent/guardian.

These efforts should be documented in the **communication manager** section in the student's Sapphire portal.

- **Dress code issues should be sent to the office/ principal ASAP.** (1st period)
- **Check your mailbox and email daily.**
- **Make all attempts to respond to emails within a 24 hour time frame.**
- **Check that your phone is not off the hook.** If bumped slightly, they can appear to be correctly positioned but are actually off the hook. This prevents the office from being able to quickly contact your room.
- **Lesson plans should be readily available for a minimum of 3 days at a time.**
- **Material prep.** Sending out copies as needed, gathering materials, securing laptop carts/computer labs, etc.
- **Set up for the next day.** In the event of an unplanned absence it is helpful if you already have materials needed for the next day in an easy to find location.
- **Never leave students unattended.** Ask the teacher next door to assist or call the main office.
- **Always have updated and easy to find:**
 - **Seating Charts.** Seating charts created using student ID photos are especially helpful when someone has to cover your classes. This can be created in Sapphire.
 - **Emergency Lesson Plans.** It is easier on you and your substitute if you have some emergency lesson plans and materials ready to go. Illnesses can't always be predicted so in the event that you will have a last minute absence it is helpful to have something already pre-planned and ready to go (articles to read, review materials, etc.)
 - **Hard copy of gradebook.** When students transfer to another class (or just change class periods with the same teacher), the assignment grades do NOT transfer with them. Technology can always unexpectedly fail. You should always keep a paper copy of your gradebook.

Child-Line Referral Instructions

- Keep in mind -- you are the mandated reporter -- not the investigator. Be considerate with your questioning.
- Step by step - click on the following to start on your referral
 - CASD website
 - For Staff
 - Human resources
 - Mandated reporter - reporting child abuse
 - Click on the blue link (scroll down to middle of page)
 - Individual login
 - Access my referrals

- Scroll down to the bottom - press continue
 - Enter username
 - Enter password
 - Start referral - add in as much or little information as you know.
- You will need to send a copy of your referral to: Trisha Thomas, Kurt Widmann, Denise Fike, and Gary Carter

STUDENT ASSISTANCE PROGRAM

A specially trained team of educators make up our SAP teams in the Chambersburg Area School District. The Student Assistance Team is a program to identify high at-risk students who are having school-related problems. It is a method for the identification, intervention, and referral of students who are believed to be at-risk. It is an intervention not a treatment program. Parental involvement is a component of the process.

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

In an effort to create and maintain a safe and orderly environment, the District uses a variety of video surveillance technology in buildings, on school properties, and transportation vehicles. Please be aware that access to buildings will be obtained through secured entrance procedures that will require you to present identification and/or state the reason for your visit. Also, please be advised that all students, staff, and visitors may be subject to video surveillance. Moreover, recordings from video surveillance may be used in disciplinary and/or criminal prosecution.

Accommodations for Americans with Disabilities

For individuals with disabilities as defined by the Americans with Disabilities Act (ADA), Chambersburg Area School District will provide reasonable accommodations for access to school(s) and/or events. Please call 717-261-3303 or TDD 717-261-3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

ASBESTOS POLICY

The Chambersburg Area School District maintains a proactive Asbestos Management Program to insure that these materials do not constitute an environmental problem. For your personal safety and the safety of others, the asbestos-containing materials should not be disturbed in any way. Any damaged condition should be reported to the building principal. For further information the Asbestos Management Plan documents are available for review in the administrative office upon request.

Regardless of whether a note has been sent in, some excuses for absence are still illegal and will be marked as such even if a note is received. Some examples of these types of absences are: Inclement Weather, Road Construction, Missed Buses, Visiting Family, Overslept, Too Tired, etc.

Unexpected family issues and emergencies may be marked excused or illegal at the discretion of the building principal.

Eight incidents of unexcused tardiness or early dismissals, regardless of number of minutes shall constitute one full day of unlawful absence.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as "individuals who lack a fixed, regular, and adequate nighttime residence." However, because the circumstances of homelessness vary with each family's or unaccompanied youth's situation, determining the extent to which the family or youth fits the definition must be applied on a case-by-case basis.

If you have questions about the homeless program, please contact Gabriela Juarez-Lemus, CASD Social Worker at 717-709-4002.

For further information, please refer to Board Policy 251 on Homeless Students.

LATE ARRIVAL/EARLY DISMISSAL

The Chambersburg Area School District has made the following changes for children being picked up during the school day. Individuals who are not the parent/guardian or individuals who are not on the approved pick up list for that child must be aware of the following procedures:

- All children released during school hours must provide a hard-copy permission slip signed by the parent/guardian of the child.
- The individual picking up the child must produce photo identification, which will be copied by office staff.
- A verification call will be made to the parent/guardian to confirm the individual's identity before any child is released.

Parents/guardians are encouraged to add trusted family members and individuals to their child's approved pick up list for emergency situations. This list can have as many individuals on it as the parent/guardian desires. To add someone to your child's approved pick up list, please contact your child's school office. For more information or questions, please contact your child's school office.

MAKE-UP WORK DURING ABSENCES

When a student is absent or expects to be absent three or more days, a parent should request the homework assignments by contacting the classroom teacher or the main office. However, it is the responsibility of the student to see his/her teacher to obtain the work and help, if needed, to make up the classwork.

SAFETY/ SECURITY

- Employee IDs should be worn and visible at all times.
- Windows and doors are to be locked and secured.
- Do not use magnets or other items to prop doors.
- Keys should be secured. Do not allow students the use of keys.
- Arm security systems when appropriate.
- Know the layout of your school and the nearest exit.
- Familiarize yourself with the nearest fire extinguisher and AED.
- ★ **When entering a building after hours or on weekends:**
 1. Use your ID badge to fob in at the main entrance of the building. This will deactivate the alarm.
 2. Sign in on the provided sign in/ out sheet. Name and time-in are required.
- ★ **When exiting a building after hours or on weekends:**
 - a. Sign out on the provided sign in/ out sheet.
 - b. Check the sign in/ out sheet to see if anyone else remains in the building.
 - c. If you are the last one out, push and hold the away button on the alarm keypad to arm.
 - d. Once the keypad begins counting down, exit the building.



OTHER HELPFUL TIPS

- To report a maintenance issue or room temperature problem.**
1. Notify Daytime Custodian.
 2. A work order will be submitted through FMX.
 3. Requests are prioritized by the Assistant Facilities Director and will be completed as quickly as possible.
- Pest Control Procedures:**
1. To report insects and pests (bees, ants, spiders, beetles, etc.).
 - a. Keep students away from the area if applicable.
 - b. Notify Daytime Custodian.
 - c. Requests will be documented into the Integrated Pest Management book.
 - d. Requests will be addressed by CASD's Pest Control Contractor during their monthly service inspections.
 2. For cockroaches.
 - a. Notify your Daytime Custodian or Administrator immediately.
 3. For bed bugs.
 - a. Discreetly remove the student from the classroom.
 - b. Send the student to the school nurse to be examined.
 - c. Collect and bag a specimen if possible.
 - d. Notify the Day Custodian.
 - e. The Custodial Supervisor will schedule an inspection with the Pest Control Company as soon as possible.
- Winter Inclement Weather**
1. Wear appropriate footwear.
 2. Plan ahead and give yourself sufficient time. All parking spots may not be available.
 3. Watch where you walk. Avoid areas that have not been cleared or appear glazed over.
 4. Avoid carrying large, heavy, or awkward objects that can obstruct your view and affect your balance.
 5. Use caution when entering a building. Avoid wet areas from snow melt.



GUIDELINES FOR ADMINISTRATIVE AND CLASSROOM OPERATION

- ❖ Indoor Air Quality
- ❖ Fire Safety Regulations
- ❖ Security/ Safety
- ❖ Energy Conservation and Temperature Guidelines
- ❖ Other Helpful Tips



INDOOR AIR QUALITY

- No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals, or other pets allowed.
- Minimize food storage in classrooms and offices. If food is going to be stored in these areas, it must be stored in a rigid, airtight container.
- Limit food consumption to designated areas (i.e. cafeterias, lounges, or designated break rooms). Spills should be cleaned up and/or reported to custodial staff immediately. Food waste should be disposed of in a lined garbage container and will be removed by custodial staff within a 12 hour period.
- Limit plants in classrooms and offices. No plants should be placed on or above a unit ventilator.
- Household cleaning products or pesticides must not be brought in by staff.
- Air Freshener products, such as “plug-ins” and electronic air fresheners, must not be used in schools or offices.
- The top and front of unit ventilators should be clear and free from obstructions to allow for proper ventilation.
- Unit ventilators and other ventilation systems should be operational at all times while the building is occupied.
- No latex balloons should be used within the building.
- Be aware of your classroom environment; keep in mind those with allergies and chemical sensitivity.



FIRE SAFETY REGULATIONS

- ❖ Personal appliances are not allowed in classrooms or offices. This includes coffee pots, toasters, fans, refrigerators, heaters, hot plates, microwaves, etc.
- ❖ Extension cords are not allowed, except for temporary use. Extension cords must be heavy-duty type, 3 pronged, and no more than 10ft. long.
- ❖ Power strips are permitted as long as they are UL listed, equipped with circuit breakers, and plugged directly into an outlet.
- ❖ Christmas lights, string lights, and other temporary lights are not permitted.
- ❖ Candles, candle warmers, or open flames are not permitted.
- ❖ 1 lamp is permitted per classroom as long as the lamp is UL listed, 3 pronged, the cord is in good condition and free from damage, it is plugged directly into an outlet, and it doesn't remain on while unattended.
- ❖ Storage must be kept at least 18 inches below sprinkler heads for adequate coverage.
- ❖ Exit doors and corridors are to be kept clear at all times.
- ❖ Fire rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system.
- ❖ Flammable and combustible liquids should be stored in an approved cabinet when not in use.
- ❖ Staff should minimize clutter in their rooms, offices, and storage areas. Excessive clutter can be a potential fire hazard.



ENERGY CONSERVATION AND TEMPERATURE GUIDELINES

1. Classroom doors shall remain closed as often as possible when HVAC is in operation.
 2. All office machines (copiers, laminating equipment) and computer monitors should be turned off each night.
 3. All capable PC's should be programmed for the “energy saver” mode using the power management feature.
 4. All unnecessary lighting shall be turned off. Make certain that lights are turned off when leaving the classroom/ office.
 5. Thermostats should not be covered or blocked with classroom materials. Never use wet paper towels to cover a thermostat.
 6. The HVAC will be occupied approximately 1 hr prior to the school day and remain on until approximately 1 hr after the school day ends. HVAC will remain unoccupied at all other times unless an event is scheduled.
 7. Air conditioning equipment will not be set below 74°F for cooling and above 72°F for heating.
- ★ Cooling Season Occupied Set Points:
- 74°F – 78°F
- ★ Heating Season Occupied Set Points:
- 68°F – 72°F



BOARD DOCS

<https://go.boarddocs.com/pa/casdpa/Board.nsf>

BULLYING/CYBERBULLYING– BOARD POLICY 249 (revised 2/27/18)

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take

immediate, appropriate steps to intervene unless the intervention would be a threat to the staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the building principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[4\]](#)[\[1\]](#)[\[5\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[3\]](#)[\[6\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, technology, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school equipment, including but not limited to textbooks, iPads, etc. will be required to pay for the damage done or replace the item. Furthermore, the District reserves the right to prosecute to the fullest extent of the law.

Computer Hardware & Software

The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES:

Students are required to fully **read and sign** the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and current versions are always online at the District's website located at <https://www.casdonline.org/Page/1616>.

Policy 815.1 addresses Social Media and a current version can also be found at <https://www.casdonline.org/Page/1616>. When using social media, students are responsible for complying with the School District's conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined on the policy.

Hazing – Board Policy 247(Revised 11/11/15)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of publication in handbooks and/or verbal instructions by the coach or sponsor at the start of the season or program.

Guidelines/Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

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

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

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

For a list of citations and references regarding this policy, please see <http://www.boarddocs.com/pa/casdpa/Board.nsf/Public?open&id=policies#>

INTEGRATED PEST MANAGEMENT

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

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Applications will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the Buildings and Ground Office in writing 721 S. 6th Street, Chambersburg, PA 17201. Please

include your email address if you would like to be notified electronically. Each year the district will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects); notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

If you have any questions, please contact the IPM coordinator at (717) 261-3405, CASD Office of Buildings & Grounds.

OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, which would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in.

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances. Provide education concerning the dangers of abusing controlled substances. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Confirmed First Offense

Possession or use of drug, alcohol, paraphernalia, misbranded or look-alike substance by a student will:

1. Require the student to be isolated from his peers and receive the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to Alternative Instruction (AI) or Out-of-school Suspension for up to 3 days.
4. Result in assignment to Alternative Instruction (AI) or Out-of-school Suspension of the student for up to 10 days after an offer of an informal due process hearing in the office of the principal within 5 days of the temporary suspension.
5. Be referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
6. Result in the student undergoing an appropriate after-care as determined by the Student Assistance Team.
7. Require a conference with the parents for re-admittance to school.
8. If warranted, or upon non-completion or non-compliance with Program rules, students will be referred by the school to law enforcement officials.
9. It is suggested a written report of the sequence of the investigation be kept for school files.

Confirmed Second Offense

1. Require the student to be isolated from his peers and receive the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to the Alternative Instruction (AI) or Out-of-school suspension of the student for up to 3 days.
4. Result in assignment to Alternative Instruction (AI) or Out-of-school suspension of the student for up to 10 days after an informal due process hearing in the office of the principal within 5 days of temporary suspension.
5. Be referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
6. Result in notification of law enforcement authorities and submission of related evidence to them.
7. If warranted, the Superintendent may recommend to the Board of School Directors for possible expulsion.

Pupil Records Policy/Protection of Pupil Rights

The Chambersburg Area School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of all students. This policy was prepared so as to insure the private rights of both the parents and the child in the collection, maintenance, release and destruction of these records. Upon request, a copy of the Pupil Records Policy is available in the Principal's Office for your inspection.

The Protection of Pupil Rights Law requires that prior written consent of a parent is needed for any survey, analysis, or evaluation of unemancipated minors which reveals information about political affiliation; potentially embarrassing psychological or mental problems; sexual attitudes or behavior; self-incriminating illegal or antisocial behavior; critical appraisals of other individuals with whom student have close family relationships; legally recognized privileged relationships such as that of a lawyer, doctor, or minister; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

In any program, all instructional materials, films, tapes, or other supplementary instructional material, which will be used in connection with any survey, analysis, or evaluation or part in any applicable program shall be available for inspection by the parents or guardians of the children.

SCHOOL NURSE

The school nurse provides first aid, assists with physicals, performs height, weight, vision, scoliosis, and hearing screenings and maintains health records on each student as required by the Pennsylvania Department of Health.

The school nurse is available for consultation with students, parents or teachers about the health problems of students. The school nurse refers students and parents/guardians to their family doctor or dentist for diagnosis and treatment of illnesses/injuries that cannot be relieved by first aid measures. The school nurse has many other varied duties, all of which are designed to keep our students healthy and well.

IMMUNIZATIONS

Contact the Pennsylvania Department of Health or your child's primary care provider with any questions regarding immunization changes. Students must meet the Pennsylvania Department of Health immunization requirements.

MEDICATIONS

It is the procedure of the Chambersburg Area School District to administer prescription and nonprescription medications during school hours only when:

1. Failure to do so would jeopardize the health of the student.
2. The student would not be able to attend school if the medication were not made available during school hours.
3. The medication itself is necessary to guarantee successful participation in school.

Students are not permitted to have prescription or nonprescription medications in their possession at any time while in school. All students must surrender any medications to the school nurse or designated school personnel upon entering the building to avoid disciplinary action. The only exceptions are those medications permitted for a student to have in their possession by law, such as a rescue asthma inhaler, an epi-pen or medication and equipment to care for diabetes. Before a student can carry these types of medications, students must supply a signed prescription medication form in which the physician has checked and/or written a statement that the student is capable of carrying and self-administering the medication. This grants permission for the student to carry the medication while in school and on the bus.

In order to comply with the Pennsylvania Nurse Practice Act, prescription and non-prescription medications will not be administered to your child without a written order from your child's health care provider and parental permission. This necessary documentation can be completed on the Physician's Request for Administration of Prescription or Non-prescription Medication during School Hours form. This form is available from the school nurse or can be accessed on the school district website under Health Services.

When it is absolutely necessary for medication to be given during school hours, the parent or guardian must supply prescription medication in the original pharmacy labeled container and the label must match the health care provider's written order. Over the counter medication must be in the original packaging and the student's name clearly written on the package.

STUDENT DISCIPLINE- BOARD POLICY 218 (Adopted 10/28/15)

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

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

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

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. **Corporal punishment** is defined as infliction of pain upon a person's body as punishment for a crime or infraction.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board policy.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors and administrators. All such information shall be removed from the student's permanent record when s/he leaves the Chambersburg Area School District.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. This policy does not expand the jurisdiction of the Chambersburg Area School District beyond the jurisdiction which is granted under the Pennsylvania Public School Code of 1949, as amended, and does not extend to student spectators traveling to and from district-sponsored events when said students are traveling in exclusively private transportation not provided by the district.
2. The student is a member of or participating in a school-sponsored or school-related extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct. The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the Board policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

For a list of citations and references regarding this policy, please see <http://www.boarddocs.com/pa/casdpa/Board.nsf/Public#>

Student Discipline: Levels of Misconduct

- Level 1: Minor behavior by a student who disrupts classroom procedures and interferes with the educational process. This level of misconduct can and should be handled by the classroom teacher, but may sometimes require additional action by guidance and/or administrative personnel.
- Level 2: This level of student misbehavior represents student misconduct that tends to disrupt the general learning climate of the school and/or the learning of that student.
- Level 3: This level of student conduct represents actions of a student that may be a threat to the health and/or safety of that student or to other students or staff of the school, or result in minor property damage. For example, threats to others, fighting. (Police may be notified), possession and use of tobacco products, minor vandalism as determined by intent and degree, and open defiance of students toward staff.
- Level 4: These are student actions which could or do result in violence to another person or property or which pose a direct threat to the safety of others in the school. For example, possession, use or distribution of alcohol or controlled

substances, bomb threats, major vandalism as determined by intent and degree, assault/battery, theft, possession, and use or transfer of a weapon as defined in Policy 218.1. Police will be notified.

Student Records Notification of Rights Parents/Eligible Students

For information regarding the Family Educational Rights and Privacy Act (FERPA) Notice of Directory Information, please visit the Chambersburg Area School District website section on FERPA at www.casdonline.org/FERPA.

STUDENT RIGHTS AND RESPONSIBILITIES

The State Board of Education has adopted regulations and guidelines on student rights and responsibilities. Chambersburg Area School District is in compliance with these regulations. Policies regarding the implementation of students' rights and responsibilities are available on the district website and are available upon request. General guidelines for student conduct are contained in this handbook. Specific questions regarding student behavior should be referred to the principal or head teacher.

Unlawful Harassment – Board Policy 248 (Revised 5/27/15)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Human Resources as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines/Complaint Procedure – Student/Third Party

Step 1 - Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 - Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 - Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 - District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

For a list of citations and references regarding this policy, please see

<http://www.boarddocs.com/pa/casdpa/Board.nsf/Public?open&id=policies#>

Weapons — Board Policy 218.1 (Revised 7/24/13)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

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

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

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

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and

with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

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

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.