August 2022

CENTRAL COLUMBIA SCHOOL DISTRICT

we are excellence in education

BLUEJAY COMMUNICATOR

FROM THE DESK OF THE SUPERINTENDENT

Having high expectations for oneself is paramount to success. Reaching and exceeding those high expectations in a school district is critical for the achievement of its students. The theme for the 2022-2023 school year is to "Push our Limits" to inspire ALL Central Columbia School District students to go beyond the goals they may have placed upon themselves.

Our commitment as a team that includes our administrators, teachers, and staff is to fulfill this theme by building positive relationships with our students. We will work together, respect each other, learn from one another, prioritize student needs as they strive to excel, and continue to display the passion that we have for our subject matter to provide the very best education to our students. We will be establishing a framework for growth so that every student advances academically and socially each year. We will "Push our Limits" and guide our students towards success.

We will work consistently to exceed these expectations. However, we also know that it takes support both inside and outside of the classroom for a student to reach their full potential. Support from home as well as from inside the school walls is a necessity. More now than ever, we all must work together to inspire our students to excel. When we unite as a school community, we ensure that the future will be strong, positive, and prosperous.

It is so exciting to see the many good things occurring in our district. As we embark on a new school year, 2022-2023 has the potential to be the best year yet. It will be exciting to see what limits our students can exceed as we work together to watch them grow.

Go Blue Jays!

2022-2023 ACADEMIC CALENDAR

The Central Columbia School Board approved the 2022-2023 Academic Calendar on February 14, 2022.

Central Columbia School Calendar 2022-2023

July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

4 Independence Day - Offices Closed

August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

5

19 New Staff Orientation
22-23 Teacher In-Service - No School
25 First Day of School

September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

16

5 Labor Day - No School/Offices Closed
26-30 Fair Week - No School/Offices Closed

October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

20

4 MS/HS Progress Reports
31 Teacher In-Service - No School

November 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

19

3 MS/HS 1st Qtr Ends
24-28 Thanksgiving Break - No School/Offices Closed
30 ES Trimester Ends

December 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

15

12 MS/HS Progress Reports
22 Teacher In-Service - No School
23-30 Christmas Break - No School/Offices Closed

January 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

21

16 MLK Day - No School/Offices Closed
23 MS/HS 2nd Qtr Ends

February 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

19

17 Act 80 Day/Teacher In-Service - No School
20 President's Day - No School/Offices Closed
24 MS/HS Progress Reports

March 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March

23

7 ES Trimester Ends
28 MS/HS 3rd Qtr Ends

April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

17

6-10 Easter Break - No School/Offices Closed

May 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

22

3 MS/HS Progress Reports
29 Memorial Day - No School/Offices Closed

June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

4

3 Graduation (tentative)
5 Last Day of School
(Unless School Cancellations occur)

School Holidays - No School/Offices Closed
△ First Day of School
▽ Last Day of School
○ Teacher In-Service - No School for Students
☆ New Staff Orientation
◇ Act 80 Day/Teacher In-Service - No School for Students
⬡ Graduation - will be the Saturday after the 179th day of school

School Cancellations will be made up as follows:
1st June 6, 2023
2nd June 7, 2023
3rd June 8, 2023
4th June 9, 2023
* Additional school cancellations will extend the school year beyond June 9, 2023.

*Board Approved 2.14.22

OPEN HOUSE/ORIENTATIONS TO BE HELD

This year's Open House/Orientations are scheduled as follows:

Sunday, August 21	9th Grade Orientation	1:00-2:00pm (HS)
Sunday, August 21	Community Open House	2:00-4:00pm (HS)
Sunday, August 21	5th Grade Orientation	4:00-5:30pm (MS)
Monday, August 22	Kindergarten Orientation	5:30-7:00pm (ES)
Tuesday, August 23	ES "Meet the Teacher Night" (Grades 1-4)	5:30-7:00pm (ES)
Tuesday, August 23	6th-8th Grade Open House	7:00-8:30pm (MS)

SCHOOL BOARD MEMBERS & MEETINGS

Generally, the Central Columbia School Board (comprised of nine members) holds a regular board meeting on the third Monday of each month at 6pm in the district office board room. Residents are welcome to attend.

School Board Members

Region #1 – Scott Township
Adam Bowman, Bruce Rhoads, Elaine Spicher

Region #2 – Mifflin & South Centre Townships
Charles Chyko, Robert Fogarty, *Open

Region #3 – Mt. Pleasant, North Centre, Orange Twps., And Orangeville Boro
Steve Crawford, Tyson Hale, Ginny Klingerman

2022-2023 School Board Meeting Dates

Monday, August 15
Monday, September 19
Monday, October 17
Monday, November 21
Monday, December 5
***Monday, January 16**
***Monday, February 13**
***Monday, March 20**
***Monday, April 3**
***Monday, April 17**
***Monday, May 2**
***Monday, May 15**
***Monday, June 19**

***Tentative Dates**

SCHOOL EXTENSIONS & HOURS

Universal District Phone Number (570) 784-2850

Elementary School
Telephone Extension #1
Office Hours 8:00am-4:30pm
Student School Hours 8:25am-3:35pm

Middle School
Telephone Extension #2
Office Hours 7:00am-3:30pm
Student School Hours 7:45am-2:45pm

High School
Telephone Extension #3
Office Hours 7:00am-3:30pm
Student School Hours 7:45am-2:45pm

District Office
Telephone Extension #4
Office Hours 7am-3:30pm

SCHOOL CLOSINGS

In case of an early dismissal, late start, or school closing, the following are called to notify the public:

*WNEP – Channel 16
*WYOU – Channel 22
*WBRE – Channel 28
*WHLM – 103.5FM
*WKRZ – 98.5FM
*KISS – 102.7FM
*WHLM – 930AM
*WFYY – 106.5FM
*WPGM – 96.7FM

STUDENT IPAD INSURANCE, SIMPLIFIED

Parents have the option to select the simplified student iPad insurance or opt-out and assume full responsibility to pay for the repair of a damaged iPad and replacement costs of missing technology. More detailed information can be found on the district website under "For Parents."

On July 18, 2016, the School Board updated the "Student iPad Responsible Use Policy and Student/Parent Policy, 815.1; iPad Fees/Insurance." Parents have the option of purchasing annual, non-refundable insurance for the iPad, the protective case, power adapters, and cables.

Insurance Costs are as follows:

	Regular Lunch	Reduced Lunch	Free Lunch	No Insurance
Yearly Insurance Cost	$25	$15	$5	N/A
iPad Replacement	$20/$80	$10/$50	$10/$50	$300
Screen Replacement	$15/$20	$10/$15	$5/$10	$20
AC Cord	$5/$10	$3/$10	$2/$10	$10
AC Adapter	$10/$20	$8/$20	$5/$20	$20
iPad Case	$15/$25	$10/$25	$5/$25	$25
iPad Sleeve	$15/$25	$10/$25	$5/$25	$25

*Replacement costs for regular, reduced and free lunches are noted as 1st offense/additional offenses. No insurance is based on per offense.

Insurance eligibility is based on the Families National School Lunch Program (NSLP). Along with insurance cost, students are also subject to discipline related consequences based on Policy 815.1.

If insurance is not purchased, the student/parent is liable for the full replacement or repair cost as determined by the Technology Department.

Insurance Coverage Details:

- Accidental Damage: Pays for damage to the iPad on school property or any other location.
- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls or collisions.
- Theft: Pays for loss or damage of iPad due to theft; providing the claim is made by the next school day and includes a copy of the official Police Report.
- Fire: Pays for loss or damage due to fire; providing the claim includes a copy of the official Fire Report from the investigating authority.
- Electrical Surge: Pays for damage of the iPad due to an electrical surge.

NOTE: Parent/Guardian may not substitute homeowner insurance or other personal insurance for district iPad insurance. All replacements are Original Equipment Manufacturer (OEM) replacements.

COMPULSORY SCHOOL ATTENDANCE & UNLAWFUL ABSENCES

The PA Department of Education (PDE) defines chronic absenteeism to include any student who is absent for eighteen (18) days or more in a school year, regardless of cause. PDE further defines a school day as one where the student receives four or more hours of classroom instruction. Both our school board and student handbook policies have been modified to prevent chronic absenteeism by any student.

A maximum of ten (10) excused absences, verified by parental/guardian notification, will be allowed during any school year. For all absences beyond those 10 days, and any absences of three (3) consecutive days or more, a written excuse from a treating physician may be mandated for an absence to be considered lawful. Physician excuses must include the date and time of the student's visit to their office. Parents/guardians of student(s) that have an existing, professionally diagnosed medical condition that has the potential to significantly impact a student's attendance shall contact school administration to make them aware of the condition and allow school officials to offer academic and medical support if necessary.

Parents/guardians shall submit the required written explanation or physician's note for any student absences within three (3) school days after the student's return to school. This can be done by the student delivering the excuse personally, or the parent sending the excuse electronically by e-mail to the school's attendance secretary. If a written excuse is not provided within that time, the absence will be counted as unlawful. Students who are absent from school for ten (10) consecutive school days shall be dropped from the active membership roll unless the absence is partly or completely excused.

Central Columbia School District educates all students for success. Truancy is a major barrier to the achievement of that goal. Habitual truancy negatively impacts a child's school performance and statistically increases the likelihood of juvenile delinquency. The Pennsylvania School Code has recently been revised to define compulsory school age of a child (the age that mandates school attendance) to be from when the child turns six (6) years of age to when they turn eighteen (18) years old. A child of compulsory school age is defined as "truant" if they incur three (3) or more school days of unexcused absences during a school year. A child is "habitually truant" if the child has incurred six (6) or more school days of unexcused absences during a school year. Parents/guardians will be notified, in writing, within ten (10) school days after the child's third unexcused absence. If the child continues to incur additional unexcused absences after this written notice, a Student Attendance Improvement Conference (SAIC) will be scheduled with the student and parent/guardian. The outcome of the SAIC will be documented in a written school attendance improvement contract signed by all parties. Further unexcused or unlawful absences will result in a progression through the truancy elimination program defined by Pennsylvania School Law, up to and including a referral to County Children and Youth, and the issuance a citation to the parent/guardian or student. A student convicted of a violation of compulsory attendance laws may be sentenced to pay a fine, to perform community service, have their driver's license suspended or be required to complete an appropriate course or program designed to improve school attendance. Fines for citations filed against a parent/guardian or student increase per offense, starting at $300 plus court costs with subsequent violations rising to a maximum of $750.

Approval of family and educational trips is a privilege, not a right. It is expected that parents/guardians make every effort to schedule family vacations during summer, holiday breaks, and Bloomsburg Fair week to avoid their child missing school time and falling behind academically. Parents should also avoid scheduling any trips during state-mandated testing, which usually occurs in late April and May of each school year. Central Columbia uses a specific metric to approve students' family and educational trip requests during the school year and the student's inclusion on school-sponsored field

COMPULSORY SCHOOL ATTENDANCE & UNLAWFUL ABSENCES Cont.

trips. This metric is based on the student's academic standing, attendance record and disciplinary history at the time of the trip, and the actual trip justification. Family and/or education trip leave is strictly limited to a maximum of five (5) school days per student per school year. Absences resulting from unapproved trips, or exceeding the allowable trip leave limit will be classified as unlawful.

School administrators reserve the right to mandate a chronically absent or tardy student recover missed class time before receiving credit for any course or proceeding on to the next grade level, or deny them the opportunity to recover credit due to the student being defined as truant.

Our School Board policy and student handbooks can be found on our website. For more information regarding school attendance, please visit the following websites:

The Pennsylvania School Code Attendance Law can be found at:

https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLwInd=0&act=014&chpt=13

Pennsylvania Department of Education – Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences can be found at:
https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx

Parent/guardian generated excuses can be e-mailed directly to CCSD attendance secretaries at the following addresses:

High School: hsattendance@ccsd.cc
Middle School: msattendance@ccsd.cc
Elementary School: esattendance@ccsd.cc

PHOTOGRAPHS/VIDEO OF SCHOOL PUPILS

On occasion, the Central Columbia School District will photograph or videotape students for use in district publications, including the district website and social media platforms. In addition, newspapers and television stations may photograph or videotape students. Parents who do not want photographic or video images of their child(ren) to appear should send a letter to the Superintendent.

CENTRAL'S DRUG FREE POLICY

The policy, which determines how Central Columbia School District officials deal with students involved with alcohol, drugs, and controlled substances, was established 20 years ago and has served the district well over the years with only minor revisions.

This policy, which was approved by administration, School Board, and the district solicitor, applies to the use, possession, consumption, distribution or sale of the aforementioned substances.

After defining the terms controlled substances, drugs, prescription drugs, and alcoholic beverages, the policy stipulates that all substances brought into the school for the treatment of an existing condition must be registered with the school nurse at the time they are first brought onto school premises, and may be used only in accord with the instruction of the school nurse.

The policy then proceeds to group types of substance abuse violations into five (5) categories, from the least serious off-campus violation to the most serious on-campus distribution. On-campus violations allow for a student to be suspended for a period of up to two (2) weeks or pending a hearing, along with the possibility of probation. For an on-campus distribution, the student may be suspended for a period of time to be determined by the School Board after a proper hearing.

The policy defines probation by stating that a student subject to probation…shall continue to attend school, but shall be required to observe certain conditions relating to in-school conduct and behavior which may include, but need not be limited to:

- Prohibition of association with certain students
- Prohibition of any further violation of this policy
- Prohibition of participation in athletic or social functions
- Reporting at stated periods to appropriate persons for counseling
- Attending after school hours disciplinary detention or study hall
- Assisting in after school hours maintenance and rehabilitation programs
- Loss of driving privileges
- Placement in alternative education setting
- Such other conditions reasonably related to insuring a correction of the misbehavior or misconduct for which the probation was imposed

Violation of any condition of probation by a student shall, after a hearing, result in suspension, expulsion, or more restrictive probation, or continuation of studies outside school premises.

In each instance when a student is placed on probation or is suspended, the school authorities will endeavor to involve the student in appropriate rehabilitation experiences through the Student Assistance Program.

The school will attempt to arrange for psychological or social services appropriate to the student's needs. The school will continue to work closely with authorities and institutions, and in particular those within the community concerned with juveniles, and will seek their advice and assistance in dealing with students violating this policy. The school will make every effort to encourage cooperative action on the part of the offender, their parents, school personnel, and the agencies mentioned above, in planning a program of rehabilitation.

SAFETY & SECURITY

Notice to the Central Columbia School District regarding the implementation of security measures.

- All CCSD schools complete an intruder drill within the first 90 days of the school year and at least one mandated fire drill each month.
- Safety and Security training conducted for faculty and staff beginning at start of school in-service training and with students in preparation for emergency drills.
- CCSD Threat Assessment team created to meet regularly and discuss safety concerns.
- All CCSD schools are in lockdown status throughout the entire school day with one-point, double-locked door entry requiring ID and verbal reason for entry.
- Raptor Visitor Management System in place at all front offices and policy that mandates all visitors be checked through national database and identified by ID tag by name, and reason for visit.
- All CCSD employees and contracted services must have all updated criminal history clearances and proper credentials to enter and work in district buildings.
- CCSD employs two retired PSP Troopers, certified by both the Commonwealth with full police powers and by NASRO as school police officers and who successfully complete annual firearms qualification provided by LEO certified instructors prior to each school year, as well as 12 hours of mandatory training offered through the PA Chiefs of Police/MPOETC.
- CCSD Police Chief Murtin regularly attends CSIU Regional Police and Security Officers quarterly meetings, to engage with local law enforcement and school police officers and share relevant information and is trained and certified in Advanced NASRO School Police practices.
- CCSD Police conduct daily exterior perimeter checks to ensure all doors are locked and interior walkarounds throughout day to display visible police presence.
- CCSD Police and administration receive, investigate and take appropriate action on all Safe2Say incidents assigned to the district.
- CCSD Police conduct daily traffic control duties at ES drop-off location due to the high volume of students driven to school by guardians and provide on-site police presence at the ES pick-up location at the end of the school day.
- CCSD Police provide security at after school extra-curricular events and activities as needed and investigate all allegations of criminal conduct referred to them by school administration.
- In addition to their normal daily police duties, CCSD police joins in classroom discussions, present at special events, regularly attend Student Assistance Program (SAP) meetings, research legal questions and provide guidance to administration, teachers and staff and students.

SAFETY & SECURITY Cont.

- Local and State police provide police presence support by conducting periodic perimeter sweeps of the CCSD campus and assists CCSD police in investigations when requested.

New 2022-23 School Year Safety and Security Measures

- Introduction and implementation of Sully, our new canine trained in detection of gunpowder, narcotics and vaping products, with Officer Bradley now trained as a canine officer.
- Police officer school hallway and classroom clearing training hosted by CCSD, conducted and including local law enforcement officers and school police.
- Regular electronic safety messages to students and staff via e-mail, message boards and weekly news reports.
- Risk and Vulnerability Assessments were conducted on all schools near the end of the 2021-22 by a certified assessor, concluding CCSD is proficient in safety practices and physical security.
- Safe2Say training conducted by the PA Attorney General's Office for all students grades 5 through 12.
- Submission and hopeful acquisition of PCCD grant money for safety and security upgrades, including an upgraded camera system and contracted revision of the CCSD Emergency Operations Plan.
- Addition of paved walkway from CCMS to the far athletic fields at the east end of campus to provide safe passage to students and staff walking through the campus.
- Creation of a school-based community service program as an alternative to criminal prosecution for first offender students.

DIRECTORY INFORMATION NOTICE

The Central Columbia School District may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the Central Columbia School District release any or all of this information. If you do not want this information released, you must send written notice annually to the District Office before October 1. The following information regarding students is considered directory information: 1) name, 2) photo, 3) email address, 4) home address, 5) telephone number, 6) date and place of birth, 7) major field of study, 8)participation in officially recognized activities and sports, 9) weight and height of athletic team members, 10) dates of attendance, 11) degrees and awards received, 12) the most recent previous educational agency or institution attended by the student.

COMMUNICATING WITH THE DISTRICT

The Central Columbia School District encourages active participation and communication with and from all members of our community. This newsletter, the district website (www.ccsd.cc), press releases to the newspaper, and various district mailings are just a few ways in which we attempt to communicate to our serving public.

We also encourage questions and comments from the community. It is the policy (Policies 002, 326 and 906) of the Board of Education that contacts are made at the level closest to your area of concern. If concerns are not satisfactorily resolved at that level, then you should proceed to the next higher level of authority. For example, questions or comments about your child's classroom should be directed to the teacher. If not resolved, the concerns should be addressed to the building principal. If again not resolved, it should be referred to the Superintendent. Finally, if not resolved at that level, you may request, through the Superintendent, to meet with the School Board or appropriate School Board committee.

Specialized questions or comments include the following:

- Matters of business operations, food services, and transportation should be directed to the business administrator.
- Matters of school building personnel or student discipline should be directed to the appropriate building principal.
- Matters regarding School Board policy, school facilities, and an unresolved issue should be directed to the Superintendent.

EMERGENCY PROCEDURES

We would like to advise parents/guardians of students regarding the event of an emergency at the Susquehanna Steam Electric Plan. Our first notification that a potential hazard exists will be announced "Alert." Should the alert indicate that an escalation of the emergency might occur, the Superintendent or the Superintendent's designee shall, at their discretion, dismiss all schools.

In the event that the emergency is severe, and that it escalates beyond the alert emergency classification level while the students are still at school the following procedures will be followed:

1. All students who reside **within a 10-mile radius** of the Susquehanna Steam Electric Plant will be transferred to the elementary school building where they should be picked up by their parents or guardians. This procedure will include students from the non-public schools. Parents/Guardians, or other persons authorized in writing to pick up students, will be required to provide identification at the pick-up point and sign a register prior to release of children to their custody.

2. All students who reside outside the Susquehanna Steam Electric Plant 10-mile radius will be transported to their place of residence as buses become available. If you reside outside the 10-mile radius, we urge parents **not** to attempt to pick up their children. This will only create confusion.

All families should turn on their radios to the Local Emergency Broadcast System station in the event of an alert.

INTEGRATED PEST MANAGEMENT

The Central Columbia School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Parents/Guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, notify the district in writing. Please include your email address if you would like to be notified electronically.

HOMELESS STUDENTS

Central Columbia School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The district shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations. If you, or anyone you know is homeless, please contact Mrs. Jennifer Snyder, at (570) 784-2850 ext 4004.

TRANSPORTATION INFO

Transportation is provided for pupils in grades K through 12 to public and non-public schools as required by law. Any student whose behavior is detrimental to the welfare or safety of other students or refuses to follow directions either on the bus or at the bus stop may be denied the privilege of riding the school bus.

Student transportation information of stop name and stop times are posted in the Online Parent Portal.

It's recommended that students be at the bus stop **ten (10) minutes** before the bus is scheduled to arrive. Please wait a reasonable amount of time for the bus to arrive, as adverse weather conditions or traffic delays may alter the daily bus schedule. Busing concerns should be first directed to the Transportation Supervisor, Lori Earnest, at (570) 784-2850 ext 4008.

Board policy 810 clearly spells out the district's transportation policy. The district provides transportation to and from one location throughout the year. **No changes will be made regarding bus stops during the first 2 weeks of school.*

TRANSPORTATION – VIDEO/AUDIO RECORDING POLICY

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary or secondary school students to or from public, private or parochial schools or events related to such school or school-related activities.

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary, or secondary school students while registered by or under contract to the school district. The term includes vehicles chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The Board authorizes the use of video and audio recording on school buses and school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

The Board directs the Superintendent or designee to ensure that:

- Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
- Parents/Guardians and students are annually informed of the policy authorizing video and recording on school buses and school vehicles through: a) the student handbook; b) annual posting in the district newsletter; and c) posting on the district website.

STUDENT REGISTRATION

Registration for students new to the district is done online.

To start the K through 12 student registration process, go to www.ccsd.cc and select the 'For Parents' header menu and then select, '**Online Student Registration for CCSD**' link. You may also go directly to https://ccsd-sapphire.k12system.com/CommunityWebPortal/Registration/login.cfm and follow the process.

- Each student needs to be enrolled in the appropriate school within the district (Elementary K-4; Middle 5-8; and High 9-12)
- **ONLY** a parent or legal guardian may register a child.
- To complete the online registration, please submit and/or bring the following paperwork for each child with you to the school for verification:
  - Birth Certificate for student (for elementary school original only, no copies).
  - Current immunization records (you may obtain from your doctor or ask current school for copy).
  - Two documents verifying Proof of Residency in the Central Columbia School District (lease or purchase agreement, utility bill, bank statement, tax notice, car registration, etc.)
  - If applicable, copy of most recent IEP, Agency Letter of Placement or Court Order, custody papers or agency letters.

If you need to contact a school regarding student registration questions, please call:

- ES Guidance Secretary, Lisa Houseknecht, at (570) 784-2850 ext 1002
- MS Guidance Secretary, Laurie Aten, at (570) 784-2850 ext 2412
- HS Guidance Secretary, Heather Kishbaugh, at (570) 784-2850 ext 3120

SCHOOL HEALTH SERVICES

Medication: Central Columbia School District will administer prescribed medication during school hours when absolutely necessary. When medication must be given during school hours, designated school personnel will be permitted to administer or supervise the self-administration of the prescribed medication. This medication must be provided in the original labeled pharmaceutical container and delivered to the school nurse by a parent/guardian. The request form, completed in its entirety, must be presented to the school nurse prior to the administration of the medication. This administration of non-prescription medications adheres to the aforementioned guidelines with the exception of the physician's signature. Permission for the administration of Tylenol, Motrin, Rolaids, or Benadryl, available through the health office, is indicated on each student's medical update form by the parent or guardian. The parent/guardian must notify appropriate school personnel for medication administered at extra-curricular activities.

STUDENT'S RIGHT PERTAINING TO ANIMAL DISSECTION

Former Governor Casey signed into law Act 1992-88, an Act amending the Public School Code of 1949. Section 15-1523, Title 24, PA consolidated Statutes, entitled, 'Pupils" Right of Refusal; Animal Dissection', gives all students in public or non-public schools, from kindergarten through grade 12, the right to 'refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their course of instruction'. Should any parent and child elect to not dissect, vivisect, incubate, or participate in other activities harmful to animals, a letter should be sent to the teacher with a copy to the building principal, requesting an alternative educational project. The letter should be sent prior to the actual lesson so that arrangements can be made for alternate placement of the child on that day.

SPORTS TICKET INFORMATION

Season passes for Football, Girls/Boys Soccer, Field Hockey, Girls/Boys Basketball & Wrestling events are currently on sale in the High School Office along with All Sport passes. Passes are good for all home regular season, Varsity, Junior Varsity, and Junior High events during the 2022-23 school year. The costs of season passes are as follows:

Football	Adult - $20	Student - $8
Soccer & Field Hockey		Adult - $15 Student - $5
Wrestling	Adult - $15	Student - $6
Basketball	Adult - $35	Student - $10
All Sports Passes:	Adult - $60	Student - $20

Regular Admission Prices:

Varsity Football, Basketball, & Wrestling	Adult - $5	Student/Senior Citizen - $2
Varsity Soccer, Field Hockey & JV Football	Adult - $3	Student/Senior Citizen - $1
Jr. High Events	Adult - $2	Student/Senior Citizen - $1

Senior citizens, 65 years and older, living in the Central Columbia School District are eligible for a free lifetime pass simply by picking one up in the High School Office.

EMERGENCY RENTAL ASSISTANCE PROGRAM

The Emergency Rental Assistance Program (ERAP) is available for renters of residential properties who are at risk of eviction or utility shutoffs due to hardship caused by the COVID-19 pandemic. Residential tenants may apply for themselves, or a landlord may apply on behalf of a current tenant. If you are in need of assistance, don't wait. Apply today at: www.dhs.pa.gov/erap.

METZ CULINARY MANAGEMENT BREAKFAST/LUNCH PROGRAM

Welcome to the NEW model of food service at Central Columbia School District. We look forward to providing your children with the same healthy breakfast and lunch meals that our students are accustomed to! For the 2022-2023 school year, we will continue partnering with Metz Culinary Management. Please visit metzculinary.com to view more info. We are excited to work closely with Metz Culinary Management and their team to provide continued great guest and student services!

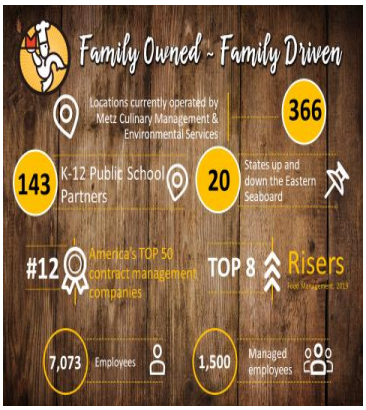
We are encouraging families who believe their children may be eligible for free and reduced meals to complete an application through the district website at www.ccsd.cc or the COMPASS website at www.compass.state.pa.us. Paper applications are also available at each school office, nurse's office, or the district administration building.

Online Payments for 2022-23: Central Columbia School District will now be using www.schoolcafe.com to review student transactions in the cafeteria, as well as, make online payments. Please note, a fee does apply to online payments. Cash and check payments will continue to be accepted as they have in the past.

Does your child have Food Allergies or Dietary Restrictions??

Central Columbia School District Food Service and Metz Culinary continue to be committed to serving our students a well-balanced, nutritious and healthy meal. We take the safety of our students with special dietary restrictions and allergies as a priority. We will make every effort to accommodate these needs. Our staff in all buildings have been trained to handle dietary restrictions and allergies, as well as, ways to avoid cross contamination with additional potential allergens.

If your child has a specific allergy or dietary restriction, please contact our office at (570) 784-2850 ext. 3426 or via email at ma1139@metzcorp.com for additional information. Please be sure to share this information with your child's teacher and school nurse!



EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) NOTIFICATIONS

- Parents shall have the right to inspect all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional materials used in the instructional program in accordance with School Board Policy. Instructional materials do not include tests or academic assessments. Such requests shall be in writing and submitted to the building principal.

- Parents have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such a request shall be in writing and submitted to the building principal.

- Parents have the right to inspect materials and opt out their child from participating in any activity that results in the collection, disclosure, or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.

- The school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. Parents who believe their child qualifies for this program should contact the building principal.

- The school district shall provide a program to address the needs and provide appropriate services to migrant students attending the district's schools. Parents who believe their child qualifies for this program should contact the building principal.

- The school district shall provide a program to address the needs and provide appropriate services to homeless students attending the district's schools. Parents who believe their child qualifies for this program should contact the building principal.

- The school district provides health examinations and screenings as defined in School Board Policy 209. This policy states, "Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parents'/guardians' expense." Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician. A private health and/or dental examination conducted at the parents'/guardians' expense will be accepted in lieu of the school examination. In addition, each student shall receive vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at intervals established by the district. Students may be exempted from such examinations or screenings if they conflict with the parent's religious beliefs.

ESSA cont:

- The School Board permits the disclosure of required student information about secondary students to representatives of post-secondary institutes and to representatives of the armed forces of the United States. This disclosed information to recruiters routinely includes names, addresses, and telephone numbers. Parents have the right to request that information not be disclosed without prior written consent. Parents who desire to request that the district withhold this information should notify the building principal in writing.

- Parents of Title I students shall receive, upon request, information regarding the qualifications and academic degrees of any professional or paraprofessional who provides instruction/instructional support to their child. Parents desiring this informational should contact the building principal in writing.

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

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

1. Autism
2. Deaf/Blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Mental Retardation
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairments
10. Specific Learning Disability
11. Speech and Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment

Potential signs of developmental delays and risk factors that might indicate disabilities include:

HANDICAPPED STUDENTS cont.

Early warning signs: Preschool –

- Late talking, compared to other children
- Pronunciation problems
- Slow vocabulary growth, often unable to find the right word
- Difficulty rhyming words
- Trouble learning numbers, the alphabet, days of the week
- Extremely restless and easily distracted
- Trouble interacting with peers
- Poor ability to follow directions or routines

Early warning signs: Kindergarten through fourth grade –

- Slow to learn the connection between letters and sounds
- Confuses basic words (run, eat, want)
- Makes consistent reading and spelling errors including letter reversals (b/d), inversions (m/w), transpositions (felt/left), and substitutions (home/house)
- Transposes number sequences and confuses arithmetic signs (+, -, x, /, =)
- Slow recall of facts
- Slow to learn new skills, relies heavily on memorization
- Impulsiveness, lack of planning
- Unstable pencil grip
- Trouble learning about time
- Poor coordination, unaware of physical surroundings, prone to accidents
  (www.Idonline.org)

If your child is experiencing any of these difficulties; and you believe that your school-age child may be in need of special education services and related programs, or your young child (age 3 to school-age) may be in need of early intervention or screening, evaluation processes designed to access the needs of your child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. **Requests for evaluation and screening are to be made in writing to Mrs. Jennifer Snyder or any building principal.**

In compliance with state and federal law the Central Columbia School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, which substantially limits or prohibits participation in or access to any 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.

HANDICAPPED STUDENTS cont.

For additional information on the rights of parents and children, provision of services, evaluation, and screening (including purpose, time, and location), and rights to due process procedures, you may contact in writing Mrs. Jennifer Snyder or any building principal.

Confidentiality: All informational gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, distribution, and disclosure to third parties of this information. **For informational about these policies and procedures, as well as right of confidentiality and access to educational records, you may contact in writing Mrs. Jennifer Snyder or any building principal.**

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

- Receive notice and an opportunity to opt a student out of—
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

PPRA cont.

- Inspect, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Central Columbia does not participate in any surveys or collect information affected by this amendment.

Parents who believe their rights have been violated may file a complaint with Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

If you believe your school age child may qualify for gifted education services, you may contact the district at any time to request a determination of eligibility. The guidance counselors in each building will discuss the evaluation process and answer any specific questions you may have. You may call Kristina Unger, 784-2850 x 1000, at the elementary school; Jeremy Freeman or Alycia Fairchild, 784-2850 x 2412, at the middle school; or Jason Bartholomew or Kimberly Gibble, 784-2850 x 3120, at the high school. Parents may also contact Mrs. Jennifer Snyder, Director of Pupil Services, at 784-2850 x 4004.

Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

NOTICE OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the Central Columbia School District receives a request for access. Parents or eligible students should submit to the school principal or director of pupil services a written request that identifies the record(s) they wish to inspect. The school principal or director of pupil services will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Central Columbia School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or director of pupil services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Central Columbia School District decides not to amend the record as requested by the parent or eligible student, the Central Columbia School District will notify the parent or

FERPA cont.

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the Central Columbia School District is notified of the request for a hearing.

3. The right 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 education interest. A school official is a person employed by the Central Columbia 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 Central Columbia School District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.

NON-DISCRIMINATION/NON-RETALIATION NOTICE

Title IX-Title VI – Section 504

No person shall.. on basis of sex, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or retaliation under any education program or activity receiving federal financial assistance.

If you have any questions about compliance with the provision of Title IX, Title VI, Section 504, please contact our compliance coordinator, Mrs. Jennifer Snyder at (570) 784-2850 ext 4004.

GIFTED SERVICES

In compliance with state law, the Central Columbia School District provides services designed to meet the unique needs of gifted students. The Central Columbia School District identifies "gifted" students on a case-by-case basis based on state law and district policy. Under Pennsylvania regulations the term mentally gifted is defined as "including a person who has an IQ of 130 or higher and when multiple criteria indicate gifted ability." A person with an IQ lower than 130 may be gifted when other educational criteria in the child's profile as indicated through a gifted rubric.

2022-23 STUDENT DROP-OFF/PICK-UP INSTRUCTIONS

Due to the expected volume of traffic in all our schools at the beginning and end of each school day, we offer the following instructions for you to follow to ensure the safety of your student and our staff overseeing them, and provide for a smooth flow of traffic during these times:

GENERAL INSTRUCTIONS:

Please consider having your student take the bus to and from school. The school bus is still the best bet to get your student to and in school safely on time. It also saves you gas and valuable time in your day and reduces traffic volume at our school during arrivals and dismissals as well.

If you drive your student to school:

Leave early to ensure you are on time to allow your student to be **in their first period classroom** by the starting bell. Starting bell times are 7:45 AM for both the high school and middle school, and 8:45 AM for the elementary school.

Travelling through our parking lot or traffic lane at excessive speeds to "make the bell" is strictly prohibited.

Be observant and compliant with directions given to you by CCSD police and staff directing the traffic flow.

Parking in the drop-off lot to exit your vehicle and escort your student to the school entry door is prohibited. Vehicles dropping off students shall stay in the traffic line to drop-off their student rather than park in the lot. This would eliminate students being at risk walking through the vehicle drop-off line and allow police to concentrate on maintaining a steady flow of traffic in the lane rather than stopping traffic repeatedly for parents and students crossing through traffic.

Follow the designated traffic route for drop-off. Do not cut through parking stalls or other traffic lanes or cut in front of vehicles already in line.

When preparing to drop off, **pull up to the farthest location available** as instructed by staff and police. Ensure you are at a complete stop before the student attempts to exit your vehicle.

Have **your student prepare themselves and their belongings to depart your vehicle safely but quickly** once your vehicle has been directed to stop and drop-off by CC staff or CCSD police.

Remain in the vehicle when your student exits the vehicle.

Students shall exit vehicles from the right (passenger) side of the vehicle closest to the sidewalk curbing.

Once the student exits the vehicle and is cleared to enter school, **your vehicle shall remain in the line until those vehicles immediately in front of it depart.** Pulling out of line to pass stopped vehicles in front of your vehicle is strictly prohibited unless directed by CCSD police.

Any student who arrives after the starting bell shall proceed to the front office to be signed in.

2022-23 STUDENT DROP-OFF/PICK-UP INSTRUCTIONS Cont.

SCHOOL SPECIFIC INSTRUCTIONS FOR STUDENT PICK UP AND DROP OFF

High School

Doors open at 7:15AM

Additional Drop-off Procedures

Parents that are transporting ONLY high school students shall use the front travel lane of the high school to drop off their student.

Parents that are transporting a combination of high school and middle school students shall use the drop-off parking lot located at the rear of the east side of the high school (near the HS fitness room) to drop off their students.

Students that arrive in the drop-off lane at the rear of the school shall enter through the rear double doors closest to the drop-off parking lot.

Students that drive their vehicle to school shall park in the front parking lot. Parking in any other lot is strictly prohibited and can result in a school driving privilege suspension.

Pick-up Procedures

Parents that are picking up ONLY high school students shall use the front travel lane of the high school to pick up their student.

Parents that are picking up a combination of high school and middle school students shall use the parking lot at the rear of the east side of the high school (near the HS fitness room) to pick up their students.

Middle School

Doors open at 7:15AM

Additional Drop-off Procedures

Parents that are transporting middle school students shall use the drop-off parking lot located at the rear of the east side of the high school (near the HS fitness room) to drop off their students.

Pick-up Procedures

Parents that are picking up middle school students shall use the parking lot at the rear of the east side of the high school (near the HS fitness room) to pick up their students.

2022-23 STUDENT DROP-OFF/PICK-UP INSTRUCTIONS Cont.

Elementary School

Doors open at 8:20AM

Additional Drop-off Procedures

Parents that are dropping off elementary school students shall use the drop off lane around the perimeter of the east side parking lot of the elementary school.

Remain in the vehicle when your student exits the vehicle and allow ES staff, if necessary, to assist your student in exiting.

Pick-up Procedures

Parents picking up Kindergarten, 1st and 2nd grade students shall arrive for the **3:35 PM** dismissal time and enter the cafeteria to pick up their student.

Parents picking up 3rd and 4th grade students shall arrive for the **3:35 PM** dismissal time and enter the gymnasium to pick up their student.

All other elementary school pick-up processes, including those intending to pick up a student being listed on the authorized pick-up list submitted by each student's parent/guardian, and the presenting a valid form of identification to staff members before we release the student, remain unchanged.

We believe these instructions will increase the possibility of every Central Columbia student getting into school safely and on time. Any questions, please call Chief James Murtin at 570-784-2850 ext. 3122 or e-mail him at jmurtin@ccsd.cc

Thank you for your cooperation in this matter.