

CHAMBERSBURG AREA SCHOOL DISTRICT VISION, **MISSION AND BELIEFS**

VISION: *Every child achieves in school and attains the skills needed to achieve success in the future in 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 evidences 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 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.”

CAMS North vision is growing all students while building relationships.

CORONAVIRUS INFORMATION

Information, useful links, and resources pertaining to the Coronavirus (COVID-19) pandemic is available on the district website at <https://www.casdonline.org/covid19>.

Updates to the Handbook may be made throughout the year as needed.

Those will be added to the CAMS North Website.

For school specific information, please check your child's school website: <https://www.casdonline.org/Domain/744>

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

The Chambersburg Area School District uses a variety of video surveillance technology in an effort to create and maintain a safe and orderly environment. 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.

ACCOMODATIONS FOR AMERICANS WITH DISABILITIES

If you are disabled and need any special assistance in order to attend and/or participate in any events in our schools or to apply for employment, the District will assist with a reasonable accommodation. Please call 717.263.9281 or TDD 717.261.3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student in the Chambersburg Area School district, you have a right to know the professional qualifications of the teachers who instruct your child. You have the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact the Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, 717.263.9281.

DRESS AND GROOMING FOR STUDENTS

The appearance of any young person is the responsibility of that individual's parent/guardian. A student's appearance is a source of pride not only to the individual, but to the family and school as well. It is recognized that a student's mode of dress reflects personal style and individual preference; however, inappropriate dress and appearance may distract or because a detriment to the educational process, and therefore, will not be tolerated. Dress will be judged in regard to its potential disruption in the learning process, health, well-being of the students, safety, and moral content. **If a student's appearance is considered by the staff to be inappropriate, he/she will be asked to alter it.** The following examples are considered inappropriate; however, this inappropriateness is not limited to this list exclusively.

TOPS

- Tops may NOT be see-through/revealing, form-fitting, ripped or frayed. Midriff and cleavage must be covered.
- Tops must have sleeves and must conform to a "three (3) finger self-check" by the students from the base of the collar bone.
- Only the top two (2) buttons may be unbuttoned on any style of shirt.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are not permitted.
- Hoodies may be worn but the hood may NOT be worn on the head.

BOTTOMS

- All bottoms are permitted in any color. Cut-offs are not permitted. Clothing should not contain holes of any kind above the knee.
- No pajama pants are permitted.
- The hemline on shorts, skirts, skorts, dresses, and jumpers must be no shorter than two (2) inches from the top of the knee.
- All bottoms must be worn at the waist.
- If wearing leggings, student's top must cover the buttocks.

FOOTWEAR

- All shoes must have a back or strap which keeps the shoe on the foot. No slippers or flip-flops are permitted.
- Elementary students must wear "closed toe" shoes. Shoes with wheels ("heelies") are not permitted.

HAIR

- Hair must be worn in a manner in which the student's vision is not obstructed.

- Hair must be worn in a manner which does not impede the vision of others or disrupts/distracts the educational process.
- No HATS are permitted to be worn.

GANG-AFFILIATED ATTIRE/ACCESSORIES

- Any gang attire, symbols, signs, tattoos, hairstyles or other items which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with any gang are prohibited.

Exceptions for medical/religious/special needs must be made in writing to the building principal.

More information about CASD's student dress code can be accessed at <https://www.casdonline.org/Page/59>

ATTENDANCE

Regular school attendance, in addition to being mandated by state law, is very important to your child's education. Learning takes place on a daily basis. When absent, your child will miss many learning experiences that cannot be duplicated. However, please use good judgment and common sense when making the decision as to whether or not your child is healthy enough to come to school.

If your child must miss school, please keep in mind the following:

- Generally, an absence will qualify as excused in cases of personal illness, death of an immediate family member, and necessary medical/dental treatment.
- When a student is absent/tardy, the child must submit an excuse within 3 days of their return to school. The note can be written or sent via the online absence form on your school website any written note must include the name of the student, date of absence, reason for the absence, and signature of a parent/guardian. If the student fails to supply an excuse within three days, the absence is marked illegal. No reminders will typically be sent home requesting notes for absences
- Attendance improvement conference after 4 illegal days will be scheduled. After 6 illegal days, a criminal complaint will be filed with the district justice. If continued absences accrue, students will be referred to an attendance improvement program or Children & Youth.
- Excessive absences occurring during the school year will result in attendance letters being mailed to notify you after 3 illegal days, 6 illegal days, and 10 days missed.
- After 10 days of absence, the student may be required to provide a doctor's excuse in order for any future absences to be marked as legal.

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.

HOMELESS

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.

You may qualify for homeless classification under the McKinney-Vento if you or your family lives:

- Temporarily living in a motel or hotel due to loss of housing, economic hardship, or similar reason
- Staying in a family shelter, domestic violence shelter, youth shelter, or FEMA trailer
- Living in a car, park, campground, public spaces, abandoned buildings, bus or train stations, or similar settings
- Sharing the housing of others due to loss of housing, economic hardship, or similar reason
- Living alone as a minor student without an adult (Unaccompanied Youth); this includes youth who have:
 - run away from home

- been abandoned or forced out of home by a parent, guardian, or other caretaker
- been separated from a parent or guardian for another reason

Transportation Supports for Current CASD Students

- **CASD Student who becomes Homeless and still resides in CASD:** Transportation can be provided to your child’s current CASD school no matter where you are currently residing in the district. You also have the option of moving your student to the CASD school closest to your current residency arrangement.
- **CASD Student who becomes Homeless and no longer resides in CASD:** Transportation can be provided to your child’s current CASD school as long as it is within reasonable distance from CASD. A Best Interest Determination (BID) meeting may be scheduled with your child’s current district of residence if the distance between that district and CASD is considered to be an unreasonable distance from CASD. The BID meeting will result in a team decision that will determine the district of enrollment in the best interest of your child’s continuity and quality of education.

Enrollment Supports for Students Moving to CASD

If your child qualifies for homeless classification under McKinney-Vento in a district outside of CASD, you are entitled to continue to attend your current district while residing in CASD if the distance between the two districts is considered to be reasonable.

If you would rather enroll the student in CASD while residing in CASD, you can complete a registration either online or in-person. The required documents for registration may be waived until you have access to the documents (Proof of Age, Proof of Residency, and Immunization Records) to continue continuity of education for your student. For registration support, please email registration@casdonline.org or call 717-709-4084.

If you have questions about the homeless program, please contact our CASD Homeless Liaison at 717-658-0424.

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

Link to Policy 251 - Homeless Students

Link to Policy 255 - Educational Stability for Children in Foster Care

Absence from Class:

1. Unexcused/unlawful: Should a student’s absence from class be unexcused/unlawful he shall receive a grade of zero for that class.
2. Excused: Should a student’s absence from class be excused he must complete all work within a time period equal to the absence. Should a student fail to complete assigned work his grade for the nine weeks shall be withheld (W). Failure to complete assigned work during the time period the class is in session will result in an incomplete (I) for the course.
3. School related activity: Absence for a school related activity shall follow the guidelines of an excused absence.
4. Permits: Work, farm and domestic permits and other appropriate permits shall be issued in accordance with State law. Applications for permits are available at your respective building or at the administrative building.
5. Educational Trips: Educational trips are permitted. An educational trip may not exceed five (5) school days. Prior approval of the school is required. Requests should be submitted ten (10) days before the trip. Absences such as college visits, short family trips, and hunting must be pre-approved. These are all subject to educational trip guidelines.
6. Absences involving interscholastic Sports: Students participating in interscholastic sports must be in attendance by 10:00 AM of the school day prior to dismissal to be eligible to participate in an interscholastic event or practice that day. Exceptions for absence for educational and other reasons will be made where prior approval has been granted. Any student who is dismissed from school by the nurse or principal for illness may not participate in competition or practice that day.

EARLY SIGN-OUT PROCEDURES

Occasionally a student may have to leave before the end of the school day due to certain circumstances, i.e., medical appointment or family emergency. The procedure is:

- A note from home **MUST** be brought to the school office or attendance officers the morning of the day the student is to leave early. A student will be issued a blue re-admittance slip.
- The student is to remind the teacher at the beginning of the class period as to the time to be excused for the early dismissal.

- All students are required to sign out in the school office prior to leaving the building and sign in upon returning. In every instance of leaving early, students are responsible for completing any missed class-work, homework, and/or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work.
- Students attending medical or dental appointments are required to have the doctor sign the re-admittance slip, which is to be returned to the attendance officers.

PARENT/GUARDIAN PICK UP PROCEDURES

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 or an email sent from an email address we have on file 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 (in the event the child is being picked up by someone not on the approved contact list).

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 the school office.

PRE-APPROVED ABSENCES

State Board Regulations provide that upon receipt of a written request for a pre-approved absence from the parents of a student involved in an educational tour or trip, the student may be excused from school attendance to participate, provided the Principal approves such absences and further provided that the student will be under the direction and supervision of an adult acceptable to both the Principal and the student, parent or guardian.

Parents desiring to have a child excused under these provisions should submit a written request on the Chambersburg Area School District Pre-Approved Absences Form through the Principal's Office, asking that the child be excused for the period under consideration.

The submission should be timed so that **at least two weeks** will be allowed for an evaluation of the request. In the event of an emergency or unexpected situation, a request for waiver of the time limit would be considered. **Students are permitted 5 educational trip days per year.**

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 calling CAMS North at 717-261-3366. **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.** Parents should set up a time with office of when to pick up assignments. Students may access assignments via Google Classroom.

END OF DAY DISMISSAL

Any student, who normally rides the bus, that wishes to walk, ride a bicycle (a privilege for students), or go home in a car must bring a note to the office during morning arrival for approval. **A student who leaves school grounds is not permitted to return to school property to ride district transportation.**

TRANSPORTATION GUIDELINES

Some accidents are indirectly caused by students who distract the bus driver. A program of instruction in safe riding practices is necessary to make students aware that they are responsible for their own safety as well as the safety of others.

Good student behavior while entering, riding, or leaving the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the routine matters involved in the safe operation of the bus and holds to a minimum those conditions that might cause students to be injured.

Students who ride school buses are expected to conduct themselves properly at the bus stop and on the bus. Violations of any of the regulations shall be considered either major or minor offenses to be determined by the seriousness and/or frequency of the infraction(s).

To help you as a parent to be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration. The bus driver's minor incident report is a written notification of inappropriate behavior sent directly to the parents. Parents are expected to sign the form and return it to the bus driver.

After an accumulation of minor infractions, all subsequent infractions may be considered as major infractions and be handled by the school administration. Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year.

- **First Offense-** The bus driver will contact the parent and document date/time and number of who was contacted.
- **Second Offense-** The bus driver will contact the principal of the student's school. The principal will have a conference with the student and assign discipline.
- **Third Offense-** Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**
- **Dangerous Offenses or Threats to Commit Dangerous Offenses-** When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.
- The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. If transportation privileges are suspended; transportation to and from school is the responsibility of the parents and/or guardians. Each bus is equipped with video surveillance equipment. Per District Policy 810.2 footage will be reviewed by authorized personnel only.
- Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus assignments, but such arrangements must remain the same each day of the week. **Students are not permitted to transfer to other stops and/or routes without approval by the Supervisor of Transportation or designee.**

**From time to time, bus drivers may use cell phones as a direct connection to the Transportation Department.*

SCHOOL BUS RIDING EXPECTATIONS

1. The bus driver is in full charge of the bus and riders at all times.
2. It is dangerous for children to move while the bus is in motion. You must not change seats while the bus is in motion or scuffle on the bus.
3. Any distraction of the driver's attention to remind you of some regulation or to answer an unnecessary question jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversations with the bus driver.
4. Students should always be ready for the bus at least five minutes before the scheduled arrival time. Changing weather and road conditions make it impossible for the bus driver to arrive at the exact time.

5. Students should wait for the bus ten feet from the roadway, and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus is approaching the bus stop, students must remain seated until the bus comes to a complete stop.
6. **LOADING** – When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. **The students will wait for the driver’s signal and cross promptly.**
7. **UNLOADING** – At all discharge points where it is necessary for the students to cross the highway, the driver will permit you to cross in front of the bus while the red lights are flashing. Look both ways prior to crossing after receiving the driver’s signal. Cross only in front of the bus for your protection. Never cross to the rear of the bus. Be sure to cross while the red lights are flashing.
8. Students should not at any time extend their arms or heads out of the bus windows. This is a state regulation
9. You should do your part to keep the floor clear of wastepaper and dirt, and to keep the upholstering and interior finish of the bus in excellent condition.
10. Any damage to the bus should be reported to the driver immediately.
11. Cell phones/or any other non-school related communication devices are prohibited. This includes any camera and or recording devices.
12. Eating/Drinking on a school bus is prohibited.
13. Spitting or any other transfer of body fluids is prohibited.
14. Students’ personal items should not include live animals, fireworks, firearms, glass jars, pets, or any dangerous items. Gym bags, band instruments, school projects shall be held on the students’ lap and not placed in the aisle. **If an item does not fit in the student book bag or on student lap it is NOT ALLOWED on the bus.** This is for the safety of all the students riding the bus as prescribed in the Pennsylvania School Bus Handbook - Pub. 91.
15. **SCHOOL BOARD POLICY # 810 ASSIGNMENT OF STUDENTS FOR GRADES K-12**
Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus stops, but must remain the same for each day of the week, (5 consecutive days). **No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Absolutely NO PINK SLIPS WILL BE GIVEN.**
16. The use of dirty, profane, or abusive language while riding the bus will not be tolerated.
17. Act 26 Violation by the State of Pennsylvania Prohibits:
 - Alcohol – Drugs – Tobacco
 - Fighting
 - Racial/Sexual harassment
 - Possession/Use of weapon
 - Terroristic Threats
 - Display of Body Parts

**Disciplinary action will be taken by school administration & law enforcement*

BOOK BAGS AND BACKPACKS

The Chambersburg Area School District is committed to safe and secure schools. Book bags and backpacks can only be used to bring necessary materials to and from school. The use of book bags and backpacks will not be permitted during the school day. Students may visit their lockers as needed throughout the school day at pre-assigned times.

HALL LOCKERS & LOCKS

Lockers remain the property of the school and the principal and assistant principals have the right at any time to search a hall locker or check it for cleanliness. During a locker search, the principal and assistant principals may seize any contraband items. Moreover, the principal and assistant principals may hold any contraband seized during a locker search as evidence in disciplinary proceedings and /or turned over to law enforcement. It is the responsibility of each individual student to keep his/her locker clean at all times. Students shall use lockers to store school related items and/or authorized personal items.

Students shall not use lockers to store contraband meaning illegal or unauthorized items, items in violation of board policy, or any other item determined to be a potential threat to the safety or security of others.

A hall locker will be assigned to each student during the first week of school. Students will have the opportunity to purchase a combination lock. All locks used on lockers must be a **SCHOOL PURCHASED LOCK**. The school purchased locks facilitates admission to a locker in the event of an emergency. Locks not purchased from the school may not be used and will be cut off without reimbursement made to the student. **The school will not be responsible for articles lost or stolen from lockers whether locked, unlocked, or unattended.**

Please reference **Policy 226**.

[Link to Policy 226 - Searches](#)

TEXTBOOKS

The school district furnishes textbooks to all students. Unreasonable damage to textbooks will result in replacement costs. Lost textbooks must be paid for or replaced immediately. The cost for lost or damaged books must be paid to the office at the time of damage or loss, and a receipt will be issued.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or does other damage to school equipment 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.

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.

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. All students are issued a Chromebook and parents have the option to buy insurance. Claims will be established for

any damaged and 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.

Chromebooks are intended for use each school day and are a necessary and required educational tool. Therefore, students must bring their Chromebooks to all of their classes every day. Chromebooks can access sites on the Internet and the District's Learning Management Systems (LMS) to connect to all the resources and information available for student learning online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. For access to the Chromebook handbook and policy as well as additional information, go to www.casdonline.org/1to1.

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.

[Link to Policy 815.1 – Social Media](#)

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.

CELL PHONES AND ELECTRONIC DEVICES

Students are required to fully **read** the Electronic Communication Device Board Policy 237. The policy outlines student usage guidelines regarding personal electronic devices.

[Link to Policy 237 – Electronic Communication Devices](#)

Consequences for student use/possession of cell phones/electronic devices during the school day:

- Confirmed First Offense: Phone turned in to office, 30 minute detention issued, student can collect at end of day.
- Confirmed Second Offense: Phone turned in to office, 60 minute detention issued, parent must pick up the phone.
- Beyond Second Offense: Phone turned in to office, 60 minute detention issued, parent must pick up the phone.

While we are allowing students to bring their own devices to school, this does not mean that students can use their device when and where they want.

Refusal of students to give their device to a staff member while first result in an additional day of detention with the device being confiscated.

ACCIDENTS

In case of an accident, no matter how minor, the student should report it to their teacher and/or administrator immediately. In case of a severe accident or sudden acute illness, emergency care will be given and the parent/s or guardian will be notified.

ACCIDENT INSURANCE

An accident insurance policy may be purchased by any school pupil or teacher. This policy will pay bills of doctors, nurses and hospitals for services rendered during the 52-week period following the date of accident. It provides protection for any accident, which would occur going directly to or from school, on the school grounds, on a school sponsored trip, or while being transported as a member of a school organization. This insurance does not cover loss resulting from injuries sustained while the insured is traveling in or on any vehicle driven by a person under 21 years of age. It also does not cover injuries sustained as a result of practice or play on interscholastic sports. These are covered under a special sports policy. The accident insurance policy does cover intramural athletics. As with any accident, the policyholder should report all accidents to the school nurse or the supervising official immediately.

SCHOOL NURSE

The school nurse provides first aid, assists with physicals, performs height, weight, vision, scoliosis, and hearing screenings as well as maintaining 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 parent/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. **The direct line to the CAMS North Nurse's office, 717.261.3377**

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 providers written order. Over the counter medication must be in the original packaging and the student's name clearly written

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.

PHYSICAL EXAMINATIONS

Pennsylvania School Laws and Rules: 24 PS 14-1402 Health Service (e): Each student must receive a comprehensive health examination in kindergarten/1st grade, 6th grade and 11th grade. The district will accept privately conducted physical exams completed within one year prior to a student's entry into kindergarten/1st grade, 6th grade and 11th grade. Each student must provide evidence of a recent physical. If you have questions, please call the school nurse at the school your child will be attending.

STUDENT ASSISTANCE PROGRAM (SAP)

A specially trained team of educators makes up our SAP team in each secondary building of Chambersburg Area School District. SAP is a program to identify students who have barriers to academic success. SAP is an intervention not a treatment program. Parental involvement is a component of the process.

GRADING SCALE

In accordance with Board Policy 213 of the Chambersburg Area School District the Administrative Regulation establishes a grading scale to be used in the Chambersburg Area School District.

The following alpha grade with its numerical scale shall be used for grading of students 6-8 for the 2023-2024 school year:

- 90-100 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59-50 = F
- Lowest grade = 50

W WITHHELD
I INCOMPLETE

The following criteria will be used in the determination of honor roll Grades 3-8:

Distinguished Honor Roll: Students with all "A's"

First Honor Roll: Students with an average 3.5 or higher, no grade lower than a "B"

Second Honor Roll: Students with average 3.0 or higher, no grade lower than a "C"

GRADE PROCEDURES

W's and I's

First, Second, and Third Marking Period

A "W" should be given when the student is granted permission to do the required work but was absent for some reason that would not allow the student to complete the work by the due date (for example, extended illness, family emergency, etc.). For the first, second, and third marking periods, if the work is not made up within two weeks of when grades were due, the "W" grade should be changed to an "F". Exceptions to this may be made with the prior approval of the building principal.
Fourth Marking Period and Final Grade

If the above occurs during the fourth marking period, a "W" should be assigned as the fourth report grade and the final grade. If the work is not made up within the two-week period, the fourth quarter grade should be changed to an "F" and the final grade changed to an "I". If the teacher feels that the student has so much work due that it could not be completed within the two-week extension period, the teacher may assign an "F" as the fourth report grade and an "I" as the final grade. Exceptions to this may be made with the prior approval of the building principal.

During the fourth marking period when a teacher anticipates a "W" grade, a deficiency report must be sent to the parent/guardian. When a teacher assigns a "W" as an interim final grade or an "I" as a final grade, a written explanation must be submitted to the building principal and the student's counselor.

SUMMER SCHOOL

Students and families will be informed throughout the school year about students' possibility of failure by counselors and administrative team.

REQUIREMENTS FOR PROMOTION

Minimal promotional guidelines for middle school students are as follows:

- Students must pass three (3) core classes and one other core or two related arts classes. Of the three required core classes, one those credits must be from math, one from English language arts, and the other from social studies or science.
- Students cannot fail a core class more than one time during the middle school years. A repeated failure will result in the student attending summer school for that core class.
- Core classes include: English language arts, math, science, and social studies.
- The recommendation of the classroom teacher shall be required for promotion or retention of a student.

- The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

CHILDREN’S ONLINE PRIVACY PROTECTION ACT (COPPA)

Parents of School-Aged Children Under the Age of 13:

Chambersburg Area School District provides our students with the most effective web-based tools and applications for learning. As such, our district utilizes several computer software applications and web-based services, operated not by the school district, but by third parties. These include programs such as Google Apps, Discovery Streaming, and websites and apps that serve as educational tools. In order for schools within the Chambersburg Area School District to continue to be able to provide your student with access to these services and tools, we must require a parent signature for third party programs.

Parental permission is in place to keep you informed. For our students to use these programs and services, certain personal identifying information might be requested by the service provider, such as the student’s name, a username, password and occasionally a school email address. Under federal law entitled the **Children’s Online Privacy Protection Act (COPPA)**, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. A complete list of the programs with the privacy policy and terms of service for each can be found on our district website at CASD Websites and Apps located at <http://bit.ly/2X4L5Ld>.

This list will be updated throughout the school year. Instead of every website and online service contacting you personally, the law permits schools to act as the parent’s agent and can consent to the collection of student information on the parent’s behalf with your permission. If you have an objection to any of the tools listed, please attach and submit a written letter to your child’s building principal with an opt-out request for specific tools.

STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/ELIGIBLE STUDENTS

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

- *The right to inspect and review the student’s education records within thirty (30) days of the district’s receipt of a request for access.* A parent of an eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- *The right to request amendment of the student’s education records that the parent of eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.* A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- *The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA and State law authorize disclosure without consent.* Disclosure of personally identifiable information can be made without consent to the following:
 - School officials, including teachers, with legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

- Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record, if so requested.
- Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.
- Officials connected with a student's application for a receipt of financial aid.
- State and local officials who are required to get specific information pursuant to State Law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
- Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- Accrediting Institutions.
- In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent of eligible student prior to the complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

- *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.* The name and address of the office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605
- *The right to refuse to permit the designation of any or all of the categories of directory information.* The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal. Directory information which may be released may include the student's name, date and place of birth, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.
- *The right to request that information not be provided to military recruiting officers.* Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

BOARD DOCS

[Link to Board Docs](#)

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 emancipated 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.

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 rights and responsibilities are filed in the principal's office 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's office.

STUDENT CODE OF CONDUCT

1. The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.
2. The Board shall require each student of this District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:
 - Conform to reasonable standards of socially acceptable behavior.
 - Respect the rights, person and property of others.
 - Preserve the degree of order necessary to the educational program in which they are engaged.
 - Obey constituted authority and respond to those who hold that authority.

IN-SCHOOL SUSPENSION (ISS)

During in-school suspension a student will report to the in-school suspension room at the beginning of the school day and remain there under staff supervision throughout the entire school day, including academic preparatory and lunch periods. A student should report with enough academic material to keep themselves busy during the entire in-school suspension time. A school administrator may elect to use only a portion of the school day for a student to report to in-school suspension.

ALTERNATE INSTRUCTION

Students with an IEP maybe receiving alternative instruction in lei of in-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

During an out-of-school suspension, a student may not be in or around school district property. They also are not permitted to participate in athletic events, extracurricular activities, etc. Out-of-school suspension will be assigned at the discretion of the principal.

Suspensions throughout the school year can disqualify students, from a privileged event. For example, dances, special field trips, and school sponsored events.

DISCIPLINE MATRIX

Level I	Examples to include, but not limited to:	Consequences based on Classroom Teacher
	<ul style="list-style-type: none"> -Violation of tardy policy -Profanity -Failure to return doctor’s notes -Throwing items -Cellphone violation (Follow school policy & procedures) -Sleeping in Class -Tardy to class -Excessive talking -Off task behavior -Missing homework -Not prepared for class -Public display of affection -Backpack in class -Dress and grooming (Follow office procedures) 	<ul style="list-style-type: none"> -Verbal redirection -Private student conference -Classroom intervention (ex. seating arrangement, non-verbal que) - Parent contact -Detention (30 minutes) -Detention (60 minutes)
Level II	Examples to include, but not limited to:	Consequences based on Classroom Teacher and/or Administrative Discretion
	<ul style="list-style-type: none"> -Minor Altercation -Bullying -Disruption of the educational setting -Cyber Bullying -Truancy -Cutting Class -Disrespect to authority -Time not served -Forging notes -Breaking school rules -Computer violation -Dishonesty lying/cheating -Horseplay without injury -Defiance insubordination -Plagiarism <p>** Continuation of Level 1 offenses</p>	<ul style="list-style-type: none"> -Student conference -Loss of privileges -Parent conference -Detention (30 minutes) -Detention (60 minutes) -Student contract / Behavior Plan -ISS/Alternative Instruction -SAP referral -Police notification if necessary ***
Level III	Examples to include, but not limited to:	Consequences based on Administrative Discretion and District Policy

	<ul style="list-style-type: none"> -Repeated Bullying -Indecent exposure -Open lewdness -Obscene and other sexual materials - Sexual harassment -Racial / ethnic intimidation -Other form harassment/intimidation -Fighting -Stalking -Robbery/burglary -Theft and related offenses -Institutional vandalism -Criminal trespassing -Disorderly conduct -Possession or under the influence of a controlled substance -Drug or alcohol violation -Possession use or sale of tobacco -Vaping materials -Trespassing -Criminal mischief <p>** Continuation of Level 2 offenses</p>	<ul style="list-style-type: none"> -Student contract / Behavior Plan -Building level review -1 to 5 days ISS/OSS -1 to 10 days ISS/OSS -ISS/Alternative Instruction -Police notification if necessary *** -SAP referral
Level IV	Examples to include, but not limited to:	Consequences based on Administrative Discretion and District Policy
	<ul style="list-style-type: none"> -Simple assault -Aggravated assault (on staff or student) -Rape -Involuntary sexual intercourse -Statutory sexual assault -Sexual assault -Aggravated indecent assault -Indecent assault -Kidnapping/interference with custody of child -Unlawful restraint -Threatening school official/student -Reckless endangering -Crimes related to criminal homicide -Arson and related offenses -Rioting -Bomb threats -Terroristic threats -Sale or distribution of a controlled substance -Sale/possession or under the influence of alcohol -Institutional sexual assault -Possession of a weapon 	<ul style="list-style-type: none"> -1 to 5 days ISS/Alternative Instruction -1 to 10 days OSS -Building level review -Administrative review -Alternative placement -Expulsion -Restitution -Threat assessment -SAP referral -Police notification

	** Continuation of Level 3 offenses	
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SPECIAL EDUCATION REFERRAL PROCEDURES

For students who are experiencing academic and/or behavioral difficulties within the regular education environment, the following Screening/Early Intervening procedures will be implemented in all buildings:

Screening/Early Intervening Services

The Chambersburg Area School District provides screening for possible eligibility for special services through the implementation of a Core Intervention Team. The Core Intervention team is comprised of:

- **Elementary Grades K-5** – Intervention Coach, who serves as the Core Intervention Team Chairperson, principal, parents, and classroom teacher. Other school personnel (School Psychologist, Supervisor of Special Education etc.) and/or representatives from community agencies may also serve on the team depending on the needs of the student.
- **Middle School (Grades 6, 7, 8)** – The regular team meetings serve as the CORE Intervention Team at the Middle School. Participants include the regular classroom teachers, the guidance counselor and the building principal. Other school personnel (School Psychologist, Supervisor of Special Education etc.) and/or representatives from community agencies may also serve on the team depending on the needs of the student.
- **High School** – The team meetings are scheduled as the need arises and s as the CORE Intervention Team. Participants include the regular classroom teachers, the guidance counselor and the building principal. Other school personnel (School Psychologist, Supervisor of Special Education etc.) and/or representatives from community agencies may also serve on the team depending on the needs of the student.

The screening process must include the following:

- A hearing and vision screening.
- Screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.
- A verification that the student was provided with appropriate instruction in reading, including the essential components of reading instruction and appropriate instruction in math.
- For students with academic concerns, an assessment of the student’s performance in relation to State-approved grade level standards
- For students with behavioral concerns, a systematic observation of the student’s behavior in the school environment where the student is displaying difficulty.
- A researched-based intervention to increase the student’s rate of learning or behavior change based on the results of assessments.
- Repeated assessments of achievement or behavior, or both, conducted at reasonable intervals, reflecting formal monitoring of student progress during the interventions.
- A determination as to whether the student’s difficulties are a result of a lack of instruction or limited English proficiency.
- A determination as to whether the student’s needs exceed the functional ability of the regular education program to maintain the student at an appropriate instructional level.
- Documentation that information about the student’s progress was periodically provided to the student’s parents.

Please note: Screening or early intervening activities do not serve as a bar to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of early intervening activities.

The district offers the following special education programs:

1. Autistic Support

2. Emotional Support
3. Gifted Support
4. Learning Support
5. Multiple Disabilities Support
6. Speech/Language Support

Other special education programs are provided in conjunction with the Lincoln Intermediate Unit # 12.

DUE PROCESS

Due process is a series of steps designed to ensure each student a free, appropriate public education. At each step, in determining a child's need for specially designed instruction, parents are involved in the decision-making process. At the time of referral, parents will be provided with a Notice of Procedural Safeguards explaining their due process rights.

WEAPONS — BOARD POLICY 218.1 (REVISED 11/16/21)

[Link to Policy 218.1](#)

TERRORISTIC THREATS — BOARD POLICY 218.2 (REVISED 11/16/21)

[Link to Policy 218.2](#)

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS – Policy 220 (Revised 10/22/19)

[Link to Policy 220](#)

TOBACCO USE — BOARD POLICY 222 (SMOKING)

[Link to Policy 222](#)

Consequences for student use of tobacco or tobacco products as defined in this policy include:

- Confirmed First Offense: Suspension and Citation
- Confirmed Second Offense: Suspension and Citation
- Confirmed Third Offense: Suspension and Citation

Note: Citations may result in students being fined up to \$50 plus court costs and/or alternative adjudication by the District Justice. Collected fines will benefit the school district.

The District reserves the right to prosecute to the fullest extent of Title 18 whenever a student is in possession or use of tobacco or tobacco products as defined in this policy.

CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227

[Link to Policy 227](#)

UNLAWFUL HARASSMENT – BOARD POLICY 248

[Link to Policy 248](#)

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – BOARD POLICY 103

[Link to Policy 103](#)

SAFE2SAY SOMETHING PENNSYLVANIA

Safe2Say Something is a school safety anonymous reporting system. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late. The system is anonymous so it's easy and completely confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works: Submit an anonymous tip report through the Safe2Say Something app, website (www.safe2saypa.org) or phone number (1-844-723-2729). A crisis center analyst will review, assess and process all reports and sends them to school administration and/or law enforcement. If needed, a crisis center analyst may contact you through anonymous live chat for more information on a tip.

HAZING – BOARD POLICY 247

[Link to Policy 247](#)

BULLYING/CYBERBULLYING– BOARD POLICY 249 (Revised 3/23/21)

[Link to Policy 249](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

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.

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.

District administration shall annually provide the following information with the Safe School Report:

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.

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.

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

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. 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.

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.

MORNING ARRIVAL PROCEDURES

- Students will remain on the bus ramp until 7:30 am. At this time, students will enter the building and wait in the Auditorium (6th grade Days 1 & 4, 7th Grade Days 2 & 5, 8th Grade Days 3 & 6) or may proceed to the cafeteria for breakfast. On the days their grade is not designated to wait in the auditorium, students will proceed directly to their homeroom or the cafeteria for breakfast.
- Students designated to stay in the auditorium are not permitted to go to any other area of the building without permission from the office or teacher. A student must have a hall pass issued by the teacher in order to see that teacher.
- All students arriving at school must immediately proceed to the gym bus ramp. Students are not permitted to leave school grounds without permission. A violation of this regulation may result in suspension from school.
- Students who arrive at school in vehicles other than school buses should be dropped off on the front bus ramp ONLY. Students are not able to use the Gym bus ramp for private transportation drop off or pick up.
- There is to be no throwing of snow or any other objects. Violators of these regulations are subject to school suspension.
- Students who need an absence excuse or those needing an early dismissal (doctor, dental appointment, etc.) must submit a note from a parent/guardian. The note should be given to the attendance secretary who will be stationed in the hallway by the Auditorium each morning and the other secretary is stationed by the office. This should be done as soon as a student enters the building before morning homeroom

SCHOOL MEALS

The Chambersburg Area School District offers both the National School Breakfast Program and the National School Lunch Program to all students attending the schools within the district.

LUNCH PERIODS

A closed lunch period is operated three times a day during periods: 10:40 a.m. – 11:10 a.m.; 11:30 a.m. – 12:00 p.m.; 12:10 p.m. – 12:40 p.m. All students report to the cafeteria at the beginning of the lunch period indicated on their schedule. They may carry their lunches or purchase them from the school cafeteria.

Certain basic rules will apply during all lunch periods:

- No glass containers will be permitted.
- No deliveries will be made to the cafeteria during lunch periods
- The throwing of food and/or eating utensils will receive immediate disciplinary action

- Soliciting money or food from other students will not be permitted

Meal Charge - 2023

- Breakfast - \$2.20
- Lunch – \$3.15

Middle School is Cashless at Lunch

Reducing the handling and exchange of funds helps speed the process of getting students through the check out more efficiently. Deposits will continue to be received during the breakfast meal service. We recommend **Schoolcafe.com**, as an easy to use tool for parents. This service allows you to deposit funds, monitor balances, and review transactions. A free smartphone App *schoolcafe* is also available through this service. Questions may be directed to the food service office at 717-261-3391.

What is a School Lunch?

Several entrée choices are offered each day at the secondary level. Five (5) components are offered as part of every lunch; fruit, vegetable, protein, grain, and milk. In order for a meal to be complete a student must take a minimum of three (3), of the five (5) offered. One component must be a fruit or vegetable. Two to three (2-3) different entrées are offered each day at the elementary level. One fruit option and 2 vegetable options may be taken as part of a meal. Milk is an option and not a requirement. If a full meal (3 of 5 components) is not taken, items will be charged at A la carte pricing. Meal choices and an A la carte price list are available on the Food and Nutrition web site.

Free and Reduced Meal Benefits

Applications may be submitted for the 2023 – 2024 school year any time after July 6, 2022 at www.schoolcafe.com . We will notify you of your household status by US postal mail or email.

We recommend families apply for benefits as is may qualify your children for other assistance.

Snacks

Snacks are available on a limited basis. The allowable snacks are available on the Food and Nutrition website. www.casdonline.org/page/1007

Food Service office
721 South Sixth Street, Chambersburg, PA 17201
717-261-3391
LAB 2021

DAILY SCHEDULE

Students are allowed to enter the building through the gym and front entrance at 7:30 a.m. Students entering through the front entrance must report to the auditorium, cafeteria, or homeroom based on the Day 1-6 schedule. Students are not permitted to go to their lockers prior to 7:50 a.m.

ACTIVITIES PERIOD

The first period of the day is set aside for student activities. Students should report to their lockers before proceeding to homeroom. Those students having a scheduled club activity are required to go straight to their club advisor. All students are required to report to homeroom for activities period.

Those students having a scheduled activity are required to sign out from homeroom with the approval of the homeroom proctor and report to the activity. Students going to another teacher must have obtained a properly completed corridor pass from the teacher to be visited prior to activities period and sign out from Homeroom. Students going elsewhere in the building must have a completed corridor pass from the homeroom teacher and have signed out from homeroom. Any student found in the building without a legitimate hall pass is subject to disciplinary action. Those students remaining in homeroom

are required to have books and materials necessary to use the period for productive work. Students participating in sports or performing in an event must meet the attendance standards on the day of the event to be eligible to participate.

CLUBS and ACTIVITIES

Art Club	Audio Visual Club	Band	Boys Mentoring Group	Chorus
Drama Club	Math Club	Future Farmers of America (FFA)	Girls Mentoring Group	Intramurals
Leaders	Library Club	Multicultural Club	Newspaper Club	Orchestra
Stage and Lighting	Stage Decorations and Artwork	Student Council and Trojan Pride Ambassadors	Trojan 100 Club	TV Studio

ACTIVITY CONFLICTS

When a student is involved in two or more previously approved school-related activities, and the activities conflict because of a unique educational opportunity, the student must make his/her own decision as to which activity he/she will participate. The student must notify the teacher/coach involved at least one week prior to the scheduled event of his/her decision. Failure to observe this policy may lead to the student being denied the privilege of appearing in either engagement. No student will be punished for nonparticipation in a conflicting activity.

Students going to another teacher must have obtained a properly completed corridor pass from the teacher to be visited prior to Activities Period and sign-out from homeroom. Students going elsewhere in the building must have a completed corridor pass from the homeroom teacher and have signed out from homeroom. Any student found in the building without a legitimate corridor pass is subject to disciplinary action. Those students remaining in homeroom are required to have books and materials necessary to use the period for productive work. Electronically devices are not allowed in school and should not be used during activities period or anytime during the school day.

MIDDLE-SCHOOL PHYSICAL EDUCATION

When a student is unprepared for class, he/she will face consequences according to the following guidelines:

- 1st and 2nd Unprepared - Zero/No credit for day's physical activity portion of the grade; If the student is unprepared he/she may participate at the teacher's discretion.
- 3rd Time Unprepared - Phone Call Home and Zero for class
- 4th Time Unprepared - Zero for class and **(30min. Detention)**
- 5th Time Unprepared - Zero for class and **(Phone call Home)**
- 6th Time Unprepared - Referral to Administration
- 7th and 8th Unprepared - Zero for class and **(60min. Detention)**
- 9th Time Unprepared - Referral to Administration/Parent Contact

*A student is considered unprepared anytime he/she does not have at least one component of the PE uniform. This includes sneakers, as they are required for any type of physical activity.

*No spray bottles of any kind (i.e. cologne, deodorant, body spray) will be permitted in the locker rooms. If violated, students can be issued detention.

PE UNIFORM POLICY

- PE Uniform will be required in all PE Classes grade 6-12.
- Gym Uniforms
 - Set Price \$15.00
 - Shorts \$10.00
 - Shirts \$8.00
 - Locks - \$7.00

- PE Uniform must be purchased from the Middle School on select dates over the summer as well as during the first week of school. Uniforms cannot be purchased from any outside retail vendors.
- PE Uniform has a CASD exclusive Logo on the Shirt and Shorts that cannot be purchased anywhere else.

**** Students are NOT permitted to alter the uniform.**

How students are graded:

- Middle school students receive approximately 22 days of Physical Education Instruction during each marking period.
- Students earn 3 pts. Per day for the following:
 - Preparation – includes wearing of school uniform and sneakers
 - Participation
 - Effort
- (approx. 66 points per marking period)
- Students are also evaluated with formative and summative assessments on their knowledge of the content that is presented by their teacher during class on various Physical Education concepts. Examples: quizzes, group work, discussions, tests, projects, etc. This equates to approx. 66 pts.

Total Points for the marking period is approximately 132. This represents a balance between student participation and knowledge gained. Students are not only graded on what they can do, but also on what they know as with core classes.

MUSIC DEPARTMENT

Music Ensembles: CAMS students are offered the opportunity to participate in several music ensembles including Band, Chorus, Orchestra, and Jazz Band. These ensembles are scheduled during Activity Period on a six-day rotation. Band and Orchestra students have the opportunity to sing in choruses during a scheduled morning time upon school arrival. Students that choose to participate in ensembles are expected to be at all scheduled rehearsals and performances. Students will be allowed a reasonable number of cuts per semester. Homeroom teachers are asked to help students attend rehearsals. Rehearsals cannot be made up. Because participation in music is an interdependent experience, absenteeism jeopardizes the success of music groups. Each ensemble director will explain the attendance policy at the beginning of the school year.

CRITERIA FOR STUDENT COUNCIL ELECTIONS

Students wishing to run for class officers and Student Government officers must meet the following requirements:

- Have a 3.0 overall quality point average from the previous school year to have their names placed on the ballot.
- Maintain a 3.0 overall quality point average while in office. Students are required to show their report cards to their advisor at the end of each marking period. If their grades fall below the 3.0, an impeachment hearing process will take place.
- Have maintained a “B” average in department from the previous school year. While in office, they must maintain a “B” average each marking period (no more than 7 demerits). Officers must show their report cards to their advisors at the end of each marking period. If a department grade of “B” is not maintained, an impeachment process will be instituted.
- Write-in candidates may be permitted to run for office provided they meet the established criteria. A qualified write-in candidate who gets the most votes would win the election.
- An impeachment process will include the following members on the Impeachment Hearing Board: Student Government Advisors (2), Class Principal from involved class (1), Teacher advocate speaking on the behalf of the student (1), President and Vice-president of Student Government (2), Student in question (1). Impeachment hearing proceeding applies to every officer on roster. If impeached, the student may not return to office in that current school year. A student council officer may also be removed from office at the discretion of the building principal.
- No re-election will be held to replace any officer removed from office. The vice-president will assume the presidency, if necessary. If any officer, other than the president, is removed, the duties will be divided among the remaining officers.
- Any officer convicted of a misdemeanor or felony would be liable for impeachment proceedings
- Voting procedures shall be determined by the building principal.

PHONE INFORMATION

Information Hotline - Important announcements pertaining to district events are available by phone 24-hours a day.

- For English, dial (717)261.5680.
- Para Espanol, llame (717)261.5684.

SALE CAMPAIGN AND FUNDRAISINGS

There will be no selling of candy, sandwiches, or other items of sale at CAMS North by any outside individuals, schools, or organizations. An exception to the rule is made for those organizations within our school that have received permission from the principal's office to conduct a fundraiser project within the school. This fundraising project will be announced to the student body before the sales campaign begins.

LIBRARY

Students are allowed to visit the library once per day for general reading, schedule permitted. A reference pass is required for additional visits and for activity period. Library orientation will provide additional information on library procedures.

FIELD TRIPS

At times during the school year, field trips are planned by teachers in order to enhance a particular area of study. Whether a field trip is planned during school hours or after school hours, the student must obtain parental consent. The teacher shall issue a field trip request form to the student who shall be responsible for having it properly completed by his or her parents and returned. Students who fail to return a properly completed form will not be permitted to participate in the field trip. At all times during a field trip, students are expected to conduct themselves as if they were in school.

Students are subject to all school rules and regulations and the School District relative to their conduct at all times, including the transportation provided by the School District.

SCHOOL-RELATED AFTER SCHOOL ACTIVITIES

Any activity planned by a class or homeroom to be held during or after school hours whether it is on or off school premises, shall require approval of the office and shall be subject to all conditions applicable to a field trip. Neither the school nor the School District shall be responsible for any activity not approved by the Principal.

SCHOOL COUNSELORS

Most students during their middle school years will, from time to time, encounter issues or concerns, which may be academic, social, or personal in nature. It is the purpose of our Counseling Office to aid students in solving these problems when they arise. Students should request appointments with a School Counselor whenever they need assistance. Passes are available from faculty members to visit the counseling office.

PARENT CONFERENCES

A parent or guardian desiring a conference with a teacher or school counselor may make an appointment by calling the appropriate counselor.

Linda Moyer (6th Grade): 717.261.3374

Heather Miller (7th Grade): 717.261.3485

Michael Overcash (8th Grade): 717.709.4081

WORK PERMITS

Work permits must be secured from the school your child attended during the previous school year. In order to get a work permit, a parent must bring a copy of the birth certificate to the school. The student must return the work permit to the school after the parent, a physician, and the employer sign the work permit.

ELEVATOR

The use of the school elevator is restricted to those who have been granted permission by the office or the nurse. Permission will be granted to those students whose physical condition prohibits them from moving with the general student body during the change of classes.

FINANCIAL RESPONSIBILITY

Before receiving a report card or attending a school approved summer school class, a student must satisfy all financial obligations to Chambersburg Area Middle School North

USE OF TELEPHONES BY STUDENTS

Students may use the office telephones for emergency purposes. Use of cell phones during school is never permitted.

VISITORS

Our school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and wear a visitor's pass. Visitors are also required to show photo identification upon entering the building. The entrance is at the front of the building. Parents are always welcome. Visitors are expected to leave promptly when their business is completed.

SPRAYS & SCENTS

No spray bottles of any kind (i.e. cologne, deodorant, body spray) will be permitted to be sprayed in the hallways and/or classrooms. Students who violate this can be issued afterschool detention or suspension.

HOMEWORK

CAMS North Beliefs Regarding Homework:

1. Research confirms that homework increases performance among all ability levels and is an essential part of the learning process.
2. Homework should be a direct reinforcement or extension of lesson objectives.
3. Homework is the responsibility of the student.
4. Homework teaches accountability, responsibility, and preparedness.
5. Homework is one of the main forms of communication between school and home.
6. Teachers and parents can expect that students will:
 - Record his/her homework assignments in the student agenda.
 - Complete all homework assignments on time.
 - Utilize activities period for homework if they do not have a club or homeroom activity that day.
 - Be aware of Team's Homework Policy.
 - Contact each of his/her classroom teachers on the day of the student's return to school to make arrangements for completing missed assignments.

Today, I WILL

IMPROVE!