

CAMP HILL SCHOOL DISTRICT

STUDENT HANDBOOK



2024-2025 School Year

Camp Hill School District Administration

418 South 24th Street, Camp Hill, PA 17011 | (717) 901-2400

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Amanda H. Rhinehart, *Director of Technology*

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Eileen Czarnecki, *Principal*

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EISENHOWER ELEMENTARY SCHOOL (3-5)

Dr. Sandra Fauser, *Principal*

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(717) 901-2600 | @IKEelem_chsd



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GRACE MILLIMAN POLLOCK PERFORMING ARTS CENTER

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340 North 21st Street

(717) 775-5083

thepollockcenter.com | @ThePollockCent



www.camphillsd.k12.pa.us | @CampHillSD

School building photos courtesy of Al Sarvis

Mission

The Camp Hill learning community is committed to providing all students with foundational skills, knowledge and opportunities for lifelong success.

Vision

“Educational Excellence, Community Strength, Student Success”

Shared Values

1. We believe education is a lifelong process.
2. We believe educational excellence is a collaborative process and a shared responsibility of the student, family and staff.
3. We believe students’ educational experiences should be founded in the rigorous study of traditional academic disciplines.
4. We believe students’ educational experiences should enable them to become effective communicators, independent learners, motivated critical thinkers and innovators.
5. We believe our learning community should foster understanding and respect for every individual.
6. We believe our learning community should promote responsible citizenship.
7. We believe frequent review of the educational program is necessary to meet student needs.
8. We believe in establishing and maintaining high standards and expectations for all members of the school community.
9. We believe effective leadership sustains educational excellence.
10. We believe recruiting and retaining high quality staff is vital to achieving our mission.
11. We believe an informed and involved community strengthens the school system.

Board of School Directors | 2024

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THE LION FOUNDATION

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ENHANCING ACADEMICS

Classroom teaching tools, academic software, career exploration, and our TECH CONNECT GRANTS that provide student computers, document cameras, and more!



SUPPORTING ATHLETIC PROGRAMS

New equipment purchases, facility upgrades, senior athlete recognition, and more!



PROVIDING OPPORTUNITIES IN THE ARTS

In Camp Hill or on the road, we provide access to top notch teaching and learning in music, dance, drama, and art for the entire community.



CARING FOR OUR COMMUNITY

The Earl Besch Fund ensures access to food, school supplies, and other essential items so all students are ready to learn.



INVESTING IN THE FUTURE

Our trusted team of financial experts oversee long-term endowments for future needs of the Pollock Arts Center and Siebert Park Stadium.



340 N. 21st Street
Camp Hill, PA 17011
717-775-5170

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Notice of Non-Discrimination

The Camp Hill School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. Inquiries or complaints concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources at 418 S. 24th Street, Camp Hill, PA 17011 or by telephone at 717-901-2400 ext. 5941.

The District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe. Inquiries or complaints may be referred to the Title IX Coordinator, Director of Human Resources at 418 S. 24th Street, Camp Hill, PA 17011 or by telephone 717-901-2400 ext. 5941.

ATTENDANCE

Parents are requested to contact their student's building attendance line by the beginning of the school day to report their child's absence. Calls will be accepted 24 hours per day either by school personnel or an answering machine. Student phone calls are not acceptable. Parents failing to call the school will receive an email notification to inform parents and guardians of unreported student absences. The email system will automatically generate and send out daily email notifications based on the schedules below:

Buildings:

Hoover Elementary / Kindergarten AM/Grades 1-2 - Sent daily at 10am
Hoover Elementary / Kindergarten PM - Sent daily at 1pm
Eisenhower Elementary - Sent daily at 12pm

Middle School - Sent daily at 12pm
High School - Sent daily at 12pm

Parents of students in grades K to 12 should call the school to report their child's absence by 9:00 a.m. on the day of the absence.

- Grades K – 2: (717) 901-2550
- Grades 3 – 5: (717) 901-2600
- Grades 6 – 8: (717) 901-2450
- Grades 9 – 12: (717) 901-2500

All students, upon returning to school following an absence, must submit a written excuse with a parent/guardian signature that specifically explains the reason for absence. The written excuse must be received within three (3) days of the return to school or the absence will be unexcused. Students with unexcused absences may be denied the privilege of making up missed work. After three (3) consecutive days of absence due to illness, a signed doctor's note may be required.

Parents will receive written notice from the administration when their child has accumulated a total of eight (8) days of absence.

Any student accumulating twelve (12) days of absence may be required to submit a signed doctor's note for each subsequent day of absence or the absence shall be unexcused.

District staff shall provide notice to the parent/guardian upon each incident of unexcused absence.

When a student has been absent for three (3) days during the school year without a lawful excuse, district staff shall provide notice to the parent/guardian within ten (10) days of the student's third unexcused absence. The notice may include the offer of a School Attendance Improvement Conference.

For students over 18 years of age the following rules apply:

1. For over three (3) days of unexcused absence, a four (4) hour Saturday detention will be assigned.
2. For a second offense of unexcused absence, detention and loss of privileges. A parent conference is also required.

See District Policy No. 204 – Attendance at www.camphillsd.k12.pa.us

EARLY DISMISSAL FROM SCHOOL

To be excused from school while classes are in session, a student must bring a written excuse (signed by a parent) to the office at the start of the day. Students will not be excused, except for dental, medical, driver's examination, and family emergencies. High school and middle school students must sign out in the main office and sign in when returning to school. Elementary students must be picked up at the office by a parent or designated adult. No student is permitted to leave school without permission.

EDUCATIONAL TOURS/TRIPS

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district based on the following guidelines:

1. Requests shall be made in writing by the parent/guardian at least one (1) week in advance of the trip to the building principal.
2. The principal shall act on such cases based on the criteria specified on the request form. Cases may be referred to the Superintendent as deemed necessary by the principal.
3. The student must be accompanied on the trip by a responsible adult acceptable to the parents/guardians and the Superintendent and authorized by the parent/guardian in writing.
4. No more than a cumulative total of five (5) days shall be approved in a given school year. Additional days for college visitation requests may be approved for students in grades 11 and 12 only for an accumulated total of three (3) days during the two (2) year period. Request forms shall be submitted at least five (5) school days in advance of the visitation. Final approval shall rest with the building principal and requests for exceptions shall be discussed with the building principal.
5. The student shall be responsible for all school work missed while on an approved trip. Students must make arrangements with the teacher to get assignments in advance. Students who do not get assignments in advance will not be permitted to make up those assignments. Requests for exceptions should be discussed with the building principal.
6. A trip that is not approved will be considered unexcused; work may be made up at the principal's discretion.

*PLEASE NOTE: NO educational trips will be approved during State or Final Assessment periods.

See District Policy No. 204 – Attendance at www.camphillsd.k12.pa.us

MAKE UP WORK

1. Arrangements for make-up work must be made during the first school day attended after the absence.
2. Any student absent two (2) or fewer consecutive days and having a test, homework or project due on the initial day of that absence shall have that work made up or due during the first class period attended when returning to school.
3. Parent requests for student homework assignments will be honored after two (2) consecutive days of absence.

4. Depending on the number of days missed due to absence from school, all work shall be made up within five (5) school days. For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by the administration.
5. For incomplete grades in a subject a student will be permitted five (5) school days after the end of a marking period to make up the work. Failure to complete this work within the one-week period will result in a zero for the work.
6. Inquiries about make-up work should be made prior to absences from class as a result of field trips, extracurricular activities, college visits, chorus/instrumental lessons, student council meetings, early dismissals for athletics, etc.
7. Students who miss mid-year or final exams must present a parental note directly to the subject teacher explaining the absence in order to make up the exam. Such excuses shall meet the criteria for an excused absence or be approved by an administrator. Students who fail to produce a parental note will not be permitted to make up the exam and will receive a zero on the exam.

TARDINESS/LATE ARRIVALS/EARLY DISMISSALS

A student is tardy if he or she is not present in the first assigned area of the session.

In grades 6-12 tardy students shall report to the office, sign the tardy sheet and secure a pass to attend class. More than three (3) unexcused tardies per semester will result in disciplinary consequences such as detention or loss of open lunch privileges for each additional unexcused tardy.

MS/HS

If a student arrives to school after 9:30 AM = ½ day absence

If a student returns from lunch after 1:15 pm = ½ day absence

If a student arrives for the first time after 1:15 pm = full day absence

If a student leaves before 1:15 PM = ½ day absence

EISENHOWER

If a student arrives to school after 10:00 AM = ½ day absence

If a student arrives for the first time after 1:10 pm = full day absence

If a student leaves before 1:10 PM = ½ day absence

HOOVER

If a student arrives to school after 10:20 AM = ½ day absence

If a student arrives for the first time after 1:30 PM = full day absence

If a student leaves before 1:30 PM = ½ day absence

At the elementary level, chronic tardiness will be counted toward unlawful absences and will be addressed as per our attendance policy.

Unexcused tardies and early dismissals will be tracked in minutes. When a student has accumulated minutes equivalent to one day, a letter will be sent home to the parent/guardian. If a student accumulates minutes equivalent to 3 days of unexcused tardies/early dismissals, the student shall be considered truant and the procedures in place for truancy will be implemented.

TRUANCY

Truancy is being absent from school for an unauthorized period of time without an acceptable excuse.

District staff shall provide notice to the parent/guardian upon each incident of unexcused absence.

When a student has been absent for three (3) days during the school year without a lawful excuse, district staff shall provide notice to the parent/guardian within ten (10) days of the student's third unexcused absence. The notice may include the offer of a School Attendance Improvement Conference. If a student is unlawfully absent subsequent to this notice, a School Attendance Improvement Conference will occur.

See District Policy No. 204 - Attendance at www.camphillsd.k12.pa.us

WITHDRAWAL FROM SCHOOL

By school code, students are to attend school in the district in which their parents reside. If a family moves out of the district, the principal or counselor must be notified so that withdrawal and transfer procedures can be completed.

See District Policy No. 202 - Eligibility of Nonresident Students at www.camphillsd.k12.pa.us

CODE OF CONDUCT

ELEMENTARY CODE OF CONDUCT

The *Camp Hill Elementary Code of Conduct* is designed to implement the *Camp Hill School District's Code of Student Conduct Policy* in elementary friendly language. The Elementary Code of Conduct is also designed with enough flexibility so that teachers and students can develop classroom behavior management systems that meet individual classroom needs. Commendable behaviors will be recognized by classmates, staff, and the district. Inappropriate behaviors may be handled at the classroom, building, or district level. We further believe that given the right learning opportunities, reinforcement, and consequences, children can learn to make responsible decisions and take appropriate action.

SCHOOL-WIDE EXPECTATIONS

Eisenhower and Hoover Elementary both implement Positive Behavioral Interventions and Support (PBIS). PBIS is a proactive approach to discipline that promotes positive student behavior and increased learning. It is based on the idea that students learn appropriate behavior in the same way they learn to read — through instruction, practice, feedback, and encouragement. Key features of PBIS include (1) administrative leadership, (2) team-based implementation, (3) a clear set of defined positive expectations and behaviors, (4) teaching of expected behaviors, (5) recognition of meeting expected behaviors, (6) monitoring and correcting errors in behaviors, and (7) using data-based information for decision-making, monitoring, and evaluating, building results.

In accordance with PRIDE and our elementary behavioral matrices, expectations are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, (3) be positively stated and structured, (4) use familiar language, (5) include example behaviors defined for purposes of instruction. These expectations are defined as our Lion PRIDE rules. Students at the elementary level will meet the 5 building-wide expectations specified in the Lion PRIDE rules within the classroom and non-classroom settings at all times.

These Lion PRIDE citizens are expected to show:

1. **POSITIVE ATTITUDE:** *Choose to see the good* in situations, others and in yourself.
2. **RESPECT:** *Helpful hands and words* with others and materials.
3. **INTEGRITY:** *Make smart choices*, be honest, own your mistakes and accept consequences.
4. **DIVERSITY:** *Have an open mind*, accept others and try new things.
5. **EXCELLENCE:** *Be your best self* by participating, being prepared, persevering and doing your best work.

POSITIVE REINFORCEMENT

A variety of opportunities will exist to reinforce students whose behaviors are commendable. Examples of these opportunities include:

- Stickers or positive comments on classroom papers.
- Positive comments/correspondence from staff to students regarding behavior.
- Building-wide Lion Pride acknowledgements.
- Positive comments on report cards.
- Other special privileges.
- Pride for a job well done.

LEARNING OPPORTUNITIES & CONSEQUENCES

The Elementary Schools' Code of Conduct consists of several components: The FIVE SCHOOL – WIDE RULES; the CAMP HILL LION PRIDE EXPECTATIONS; and a listing of inappropriate behaviors, with procedures and consequences, according to their severity from Levels I through IV.

The following level system will be utilized to deal with inappropriate behaviors. Inappropriate behaviors will always be addressed with a consequence. The consequence will be directly related to the behavior, and it will provide a learning opportunity for the student. The level system is not a hierarchy, and entrance is permitted at any level. After a thorough investigation of the severity of the inappropriate behavior and upon review with the appropriate staff, the building administration may determine the appropriate level of discipline/response to be taken. These procedures may vary according to the nature and number of inappropriate behaviors, and these options will be determined at the discretion of the supervising adult. For example, either a single level 3 or repeated level 1 and 2 inappropriate behaviors may result in in-school suspensions.

LEVELS OF CORRECTION AND LEARNING OPPORTUNITIES

The following level system will be utilized to deal with inappropriate behaviors. Inappropriate behaviors will always be addressed with a consequence. The consequence will be directly related to the behavior, and it will provide a learning opportunity for the student. The level system is not a hierarchy, and entrance is permitted at any level. After a thorough investigation of the severity of the inappropriate behavior and upon review with appropriate staff, the building administration may determine the appropriate level of correction to be taken.

LEVEL 1

Student behavior that interferes with the daily operation of the school and learning environment. Individual faculty or staff members generally handle these inappropriate behaviors.

Disciplinary Action/Response (options):

- Warning
- Teacher-student discussion
- In-class time out
- Loss of recess
- Problem-solving worksheet
- Formal apology

LEVEL 2

Student behaviors that are frequent and serious enough to disrupt the daily operation of the school and learning environment. Administrative intervention is usually necessary due to corrective measures being ineffective in curbing the problem. The standardized written report of the inappropriate behavior and the action taken is placed in the disciplinary file by the school personnel involved.

Disciplinary Action/Response (options):

- Contact the appropriate administrative personnel – principal, school counselor
- Investigate the infraction – conference with the student(s)
- Possible communication with higher administrative level
- Multiple days of out-of-classroom time-out/detention with completion of problem-solving worksheet
- Service to the school
- In-school suspension
- Contact parent/guardian
- Out of school suspension
- Behavior Plan
- Formal apology

LEVEL 3

Student behaviors that endanger the health, safety, and well-being of the school community. Administrative intervention is usually necessary at this level. The standardized written report of the inappropriate behaviors and the action taken is placed in the disciplinary file by the school personnel involved. These might be repeated Level 1 or Level 2 inappropriate behaviors.

Disciplinary Action/Response (options):

- Contact appropriate administrative personnel – principal, school counselor
- Investigate the infraction – conference with the student(s)
- Contact parent/guardian
- Possible communication with higher administrative level
- Formal apology
- Service to the school
- Out-of-classroom time-out
- Multiple days of out of classroom time-out/detention with completion of problem-solving worksheet
- In-school suspension
- Out-of-school suspension
- Behavior Plan

LEVEL 4

Continuation of Level III inappropriate behaviors. Severe Level III inappropriate behaviors as determined by the administration. Violation of policy regarding Alcohol or Other Drugs. Violation of Weapons Policy. Administrative intervention is necessary. Appropriate documentation is maintained by school personnel.

Disciplinary Action/Response (options):

- Investigate the infraction
- Conference with the student and parent/guardian
- Formal apology
- Restitution
- Report to police
- Banned from attending extra-curricular activities
- Referral to higher administrative authority
- Possible referral to the school board
- Possible referral to an outside agency
- Out-of-school suspension
- Expulsion

More than one listed disciplinary action/response may be used at any level.

SECONDARY CODE OF CONDUCT

The Middle and High Schools both implement a Positive School-wide Behavior Program (PBIS). PBIS is a proactive approach to discipline that promotes appropriate student behavior and increased learning. PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read—through instruction, practice, feedback, and encouragement. Key features of this program include: (1) administrative leadership, (2) team-based implementation, (3) a clear set of defined positive expectations and behaviors, (4) teaching of expected behaviors, (5) recognition of meeting expected behaviors, (6) monitoring and correcting errors in behaviors, and (7) using data-based information for decision-making, monitoring, and evaluating building results.

Building-Wide Expectations

In accordance with PRIDE and our CHMS and CHHS behavioral matrices, expectations are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, (3) be positively stated and structured, (4) use familiar language, and (5) include example behaviors defined for purposes of instruction. These expectations are defined as our code of PRIDE.

Students at the secondary level will meet the 5 building-wide expectations specified in the Lion PRIDE code within the classroom and non-classroom settings at all times.

Students will:

P- Be **Positive** and prepared

R- Be **Respectful**

I- Have **Integrity**

D- Embrace **Diversity**

E- Strive for **Excellence**

Those students who fail to meet defined expectations when under the jurisdiction of the school district (including students on the way to and from school and all school sponsored activities) will be disciplined in accordance with the severity and frequency of the offense(s). Four (4) levels of disciplinary offenses have been established and are applicable to all students. The administration may, at its discretion, institute additional measures based on the seriousness of the offense. These definitions shall apply to the offenses in Levels I through IV.

DEFINITIONS:

Academic Dishonesty – an attempt to gain an unfair academic advantage through dishonest or deceitful means. Examples of academic dishonesty include but are not limited to cheating, plagiarism, receiving unfair assistance, copying, altering grades, or communicating with peers during assessments.

Extracurricular Activities – activities that meet outside the school day or week, are not required and carry no academic credit.

Obscenity – any gesture, word, statement, act or epithet that symbolizes or refers to sexuality or sexual performance.

Plagiarism – presenting as one's own an idea or product from an existing source, especially copyrighted material, whether it be taken from traditional print sources, such as books or periodicals, or from electronic sources such as software programs or sources.

Profanity – any word, statement, or epithet which treats something sacred with abuse, irreverence or contempt.

Vulgarity – coarse slang that refers to a part of the human anatomy or to excretory functions.

LEVEL I

Minor infractions which interfere with the daily operation of the school. Usually handled by individual staff members and/or grade level teaching teams, but records will be made to the office for accurate record keeping. Administrative intervention when needed.

Examples

1. Dress code and minor technology violations.
2. Classroom disruptions.
3. Failure to meet established classroom expectations.
4. Any other offense which would merit this level of disciplinary response.
5. Unexcused tardiness to school or to classes.
6. Academic Dishonesty (student fails to use proper citation on writing assignments but the majority of the work is the students own)
7. Unauthorized entry or exit to/from the building (1st offense)

Procedures

1. Intervention by classroom teacher and/or grade level teaching teams to take appropriate action: notify parent, assign teacher detention, etc.
2. Referral of repeated offenses to Assistant Principal.
3. Record keeping of discipline and written notification of detention to parents.

Disciplinary Action/Response*

1. Verbal reprimand.
2. Withdrawal of privileges.
3. Conference with student(s).
4. Detention.
5. Invoking tardy policy.
6. Oral/written notification to parents.
7. Parent conference.

*one or more options/responses may be applied

LEVEL II

More serious than Level I and degree of frequency is considered. Tends to be more disruptive of the learning environment. Administrative intervention is usually necessary due to corrective measures being ineffective to curb the problem.

Examples

1. Referral from teacher for unresolved Level I offense.
2. Profanity, obscenity, vulgarity.
3. Academic Dishonesty (Involves student use of multiple paragraphs of someone else's work without proper citation. Also includes any degree of cheating on quizzes, tests, or any other graded assignments.)
4. Throwing snowballs or other objects.
5. Damaging or defacing school property (restitution required).
6. Insubordination.
7. Class cut or leaving class area without permission.
8. Failure to abide by a Level I option/response.
9. Any other offense which would merit this level of disciplinary response.
10. Unauthorized entry or exit to/from the building (2nd offense)

Procedures

1. Written referral to administrator. Joint staff meeting to solve specific problem.
2. Feedback to staff member by administrator.
3. Accurate records of offense and response.
4. Discussion with parent if warranted.

Disciplinary Action/Response*

1. Reprimand and parent notification.
2. Detention.
3. Loss of open lunch/open campus.
4. Restitution.
5. Referral to outside agency.
6. Saturday detention.
7. Banned from attending extra-curricular activities.

*one or more options/responses may be applied

LEVEL III

Continuation of Level II infractions. Severe Level II infraction as determined by the administration.

Examples

1. Repeat of Level II offense.
2. Severe violation of Level II offense.
3. Fighting (police may be notified).
4. Violation of District policies.
5. Failure or refusal to attend Alternative Educational Arrangement.
6. Criminal offenses.
7. Harassment or intimidation of a staff member, or vandalism of a staff member's property while under the school's jurisdiction or not.
8. Any other offense which would merit this level of disciplinary response.
9. Unauthorized entry or exit to/from the building (3rd offense)

Procedures

1. Investigate the infraction.
2. Conference with student and parents.
3. Restitution.
4. Report to police.
5. Possible referral to higher administrative authority.
6. Possible referral to Board of School Directors.

Disciplinary Action/Response*

1. Written and verbal contact with parents.
2. Saturday Detention.
3. Out-of-school suspension.
4. Expulsion
5. Banned from attending extra-curricular activities for fifteen (15) consecutive days, beginning with the first day following completion of disciplinary action.
6. Referral to outside agency.
7. Notify police.

*one or more options/responses may be applied

LEVEL IV**Continuation of Level III infractions.**

Severe Level III infraction as determined by the administration. Administrative intervention necessary.

Examples

1. Repeat of Level III offense.
2. Severe violation of Level III offense.
3. Fighting (police may be notified).
4. Violation of District Policies, such as drugs, alcohol and vaping, terroristic threats, cyberbullying and weapons.
5. Failure or refusal to attend Alternative Educational Arrangement.

6. Criminal offenses.
7. Harassment or intimidation of a staff member, or vandalism of a staff member's property while under the school's jurisdiction or not.
8. Any other offense which would merit this level of disciplinary response.

Procedures

1. Investigate the infraction.
2. Conference with student and parents.
3. Restitution.
4. Report to police.
5. Possible referral to higher administrative authority.
6. Possible referral to Board of School Directors.

Disciplinary Action/Response*

1. Written and verbal contact with parents.
2. Out-of-school suspension.
3. Expulsion
4. Banned from attending extracurricular activities for fifteen (15) consecutive days, beginning with the first day following completion of disciplinary action.
5. Referral to outside agency.
6. Notify police.

*one or more options/responses may be applied

RELATED INFORMATION

BULLYING/CYBERBULLYING*

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

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

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

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

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

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

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

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct.

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. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.

See District Policy 249 Bullying/Cyberbullying at www.camphillsd.k12.pa.us

*Please note that Act 26 of 2015 creates the offense of "cyberharassment," which includes making seriously disparaging statements about a child's physical characteristics, sexuality, sexual activity or mental or physical health. It also includes threats to inflict harm. The harassment could be made electronically, either directly to the child or through social media.

The law makes cyberharassment of a child a third-degree misdemeanor.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The responsibility for the health and well-being of students is of primary concern to the district. It is a responsibility that is shared with parents/guardians, requiring their cooperation in mutually working toward the positive development of students. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

The Board prohibits students from using, possessing, selling, transferring, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

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

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

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

See District Policy No. 227 – *Controlled Substances/Paraphernalia* at www.camphillsd.k12.pa.us

DETENTION

Depending on the level of infraction, students will be assigned to a lunchtime, 30-minute, or 1 hour detention. Saturday Detention will also be assigned as an alternative to In School Suspension. Students who are assigned to detention must be prompt and bring school work. Sleeping and the use of phones will not be permitted. Students will not be excused from detention nor will the detention be rescheduled without written request from a parent or guardian before the detention begins. Work, extra-curricular activities or practices are not a reason to be excused from detention.

DRESS CODE

Neatness and a well-groomed appearance of the student body reflect the atmosphere of the school. Dress should convey a sense of respect for self and others. The administration reserves the right to determine the appropriateness of attire. The following guidelines will be in effect.

1. Clothing that is racially or ethnically offensive, displaying or advertising alcohol, drugs, tobacco, or obscene materials, shall not be worn at school.
2. Attire that is disruptive to students or staff shall not be permitted.
 - Midriff area must be covered with material at all times.
 - Shorts and skirts should be about fingertip in length.
 - Appropriate necklines are no lower than the straight line from the top of the underarm across to opposite underarm.
 - Tank top straps should be at least 2 inches wide with no sagging arm holes.
3. Attire shall be neat, clean, and worn in its intended manner.
4. Hats and hoods are not to be worn in the building by students during the school day.
5. Clothing accessories that could be potentially harmful to self or others shall not be permitted.

See District Policy No. 221 – *Dress and Grooming* at www.camphillsd.k12.pa.us

FOOD AND BEVERAGES IN THE CLASSROOM

Students are permitted to have water filled water bottles during the school day. Other food and/or beverages for special events must be approved by the principal and comply with the School Wellness Policy (No. 246).

EXTRACURRICULAR REGULATIONS

All students involved in extracurricular activities that occur outside of the regular school day shall be subject to the Code of Conduct.

See District Policy No. 122 – *Extracurricular Activities* at www.camphillsd.k12.pa.us

HAZING

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

For purposes of this policy hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization causes, coerces or forces a student to do any of the following:

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

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to report such incidents to the building principal or designee.

See District Policy No. 247 – Hazing at www.camphillsd.k12.pa.us

SUICIDE AWARENESS, PREVENTION AND RESPONSE

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

See District Policy No. 819 – Suicide Awareness, Prevention and Response at www.camphillsd.k12.pa.us

TERRORISTIC THREATS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence or to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; to cause a reasonably foreseeable substantial disruption of school operations; to otherwise cause a serious public inconvenience; or cause terror with reckless disregard of the risk of causing such terror or inconvenience.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

See District Policy No. 218.2 Terroristic Threats at www.camphillsd.k12.pa.us

TOBACCO/NICOTINE USE

The Board recognizes that use of tobacco, nicotine and nicotine delivery products by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form. **Nicotine** shall mean anything that contains or consists of nicotine in any form that can be ingested by chewing, smoking, inhaling or through other means. A **nicotine delivery product** shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or other like substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping.

The Board prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

A student found to be in violation of this policy shall have the tobacco/nicotine product(s) confiscated and shall be subject to the penalties outlined in the Code of Student Conduct.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco/nicotine use policies by publishing such policies on the district website. Incidents of possession, use and sale of tobacco, nicotine, and nicotine delivery products in violation of this policy by any person on school property shall be reported to the building principal, who shall report those incidents to the Office of Safe Schools on the required form at least once each year.

See District Policies No. 222 and No. 323 – Tobacco and Vaping Products Use at www.camphillsd.k12.pa.us

WEAPONS

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

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

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy.

See District Policy No. 218.1 – Weapons at www.camphillsd.k12.pa.us

WELLNESS

The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. For more information about the Wellness Committee, please contact the Superintendent's Office.

See District Policy No. 246 - School Wellness at www.camphillsd.k12.pa.us

GENERAL INFORMATION

ASBESTOS ANNUAL NOTIFICATION

It is the intention of the Camp Hill School District to comply with all Federal and State regulations controlling asbestos. We wish to take whatever steps are necessary to ensure that all students and employees are able to learn and work in a healthy and safe environment.

In compliance with Asbestos Hazard Emergency Response Act (AHERA) regulations, we are required to inform all parents, teachers and other employees of Camp Hill School District of our Asbestos Inspection Report and Management Plan.

Location of asbestos materials, District Management Plans, 6-month surveillance results and 3-year Inspection Reports are available for viewing in the District Administration Building. In order to review these documents during normal business hours, please contact the Assistant Director of Business and Operations at 717-901-2400.

ADDRESS CHANGES

If you have moved to a different address **within** the Camp Hill Borough you must complete and submit the *Address Change Form* located on the district website on the Parent Portal page. Please submit the form and appropriate documentation to the District Registrar, in the Administration Building located at 418 S. 24th Street.

BEFORE/AFTER SCHOOL CARE

A program, in which elementary students are supervised before and after school, is available at the elementary schools. The program is not in any way connected with the school district, and there is a fee for its use. Information may be obtained by calling 717-737-4515.

BELL SCHEDULE

Detailed bell schedules may be found on each school's website.

School Day Schedule

A.M. Kindergarten (Hoover)

8:25 a.m. – 11:20 a.m.

P.M. Kindergarten (Hoover)

12:10 p.m. – 3:00 / 3:05 p.m. (walkers/car riders)

Grades 1 and 2 (Hoover)

8:25 a.m. – 3:00 / 3:05 p.m. (walkers/car riders)

Grades 3 – 5 (Eisenhower)

8:10 a.m. – 2:45 / 2:50 p.m. (walkers/car riders)

Grades 6 – 12 (MS/HS)

7:40 a.m. – 2:50 p.m.

BICYCLES

Students using this mode of transportation shall secure their bikes at the designated bike racks. Bikes may not be brought into the buildings. Students are strongly encouraged to register bikes with the Camp Hill Police, and lock them daily. Bicycles should not be left or stored at District bike racks beyond the school day. Bikes, not registered with the Camp Hill Police, and left on District property longer than a week will be considered abandoned and turned over to the police department as abandoned or lost property.

COMPLAINTS REGARDING SCHOOLS OR STAFF MEMBERS

Any person making complaints or raising questions about school activities or individual employees shall be referred to the appropriate individual concerned. If the person raising the question or registering the complaint does not feel satisfied with this first conference, appeal is to be made to the principal of the particular school or other immediate administrative supervisor. If dissatisfaction still exists, the person then shall be referred to the Superintendent.

The Superintendent will either investigate the problem him/herself or refer it to an administrator of his/her choice. As a final appeal, with continued dissatisfaction, the matter will be referred to the Board itself.

CONFERENCES

Conferences are scheduled for K-12 in November and for Kindergarten at the end of the school year. For students in all grades, additional conferences may be scheduled throughout the year as requested by the parent by contacting the teacher or counselors.

CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the building principal.
4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

6. No parent/guardian or student shall be permitted to remove the material provided for review. The taking of notes by parents/guardians and students is permitted.

See District Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students at www.camphillsd.k12.pa.us

DELIVERIES

Students should not receive deliveries of flowers, balloons, etc., at their designated schools. Such deliveries should be made to the students' homes.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at: 418 S. 24th Street, Camp Hill, PA 17011; 717-901-2400.

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

REPORTS OF TITLE IX SEXUAL HARASSMENT AND OTHER DISCRIMINATION AND RETALIATION

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

See District Policy No. 103 – Discrimination/Title IX Sexual Harassment Affecting Students at www.camphillsd.k12.pa.us

DISTRICT ISSUED EDUCATIONAL MATERIALS

Students are held responsible for the loss of or damage to school books, Chromebooks, or other school issued property. When books are lost, students should report to the subject teacher and purchase a new book. If the lost book is not returned to the teacher before the end of the school term, the money paid for the second book will not be refunded. All lost or damaged books must be paid for in the main office. Students should check in the main office for lost books.

EMERGENCY CLOSING

If a situation develops that requires a delay in opening or a cancellation of classes for the day, the announcement will be sent out via our Blackboard Connect notification system, posted on the district's website (www.camphillsd.k12.pa.us), and on our Twitter feed (@camphillsd). Announcements will also be made by local radio and television stations. The following are potential decisions that could be made:

1. Cancellation of Classes

Both elementary and secondary schools will be closed for the entire day, and the time will be made up in accordance with the adopted calendar. All extracurricular activities will be cancelled.

2. Two Hour Delay

Detailed bell schedules may be found on each school's website.

Modified A.M. Kindergarten (Hoover)

10:25 a.m. – 12:20 p.m.

Modified P.M. Kindergarten (Hoover)

1:10 p.m. – 3:00 / 3:05 p.m. (walkers/car riders)

Grades 1 and 2 (Hoover)

10:25 a.m. – 3:05 p.m.

Grades 3 – 5 (Eisenhower)

10:10 a.m. – 2:45 / 2:50 p.m. (walkers/car riders)

Grades 6 – 12 (MS/HS)

9:40 a.m. – 2:50 p.m.

3. Early Dismissal

If it is deemed advisable to dismiss early, your child must know where he or she is to go if you are not at home. Although this type of dismissal is rare, you should review with your child from time to time what he/she is to do in this case. In the event of an early dismissal, all extracurricular activities will be cancelled.

4. Flexible Instruction Day (FID)

As an alternative to using a traditional weather makeup day, this remote learning option allows the district to provide at home online instruction. Teachers and students will use Schoology as the learning management platform and a combination of synchronous (ie. Zoom) and asynchronous instruction. Attendance will be taken based on student participation and engagement in this remote option. The class schedule will be provided by building administration. For the first inclement weather day, where schools must be closed to in person learning, a traditional snow day will be called and the weather makeup day as listed in the board approved calendar will be used for instruction (June 4, 2025). Additional snow days, up to 5, will be FID remote learning days. If there are additional days beyond that, days will be added after June 4, 2025.

5. Off-site evacuation

In the event it is necessary to dismiss students from an off-site location, students will only be dismissed to authorized persons.*

*PLEASE NOTE: PARENTS OR PARENT RELATION ARE EXPECTED TO UPDATE INFORMATION TO IDENTIFY ADULTS WHO HAVE PERMISSION TO PICK UP YOUR CHILD IN THE EVENT OF AN OFF-SITE DISMISSAL. FOR SAFETY AND SECURITY REASONS, YOUR CHILD WILL BE RELEASED ONLY TO THOSE DESIGNATED ADULTS.

EMERGENCY NOTIFICATION SYSTEM

The Blackboard Connect Notification System is an emergency and non-emergency alert system used by the Camp Hill School District. Parents/guardians of students are notified through this system of any important communications requiring a timely notification. For further information, contact your child's school or view the Parent Portal tab on our website.

Any emergency will be posted on our website (www.camphillsd.k12.pa.us) and also our Twitter feed (@camphillsd).

HOMEWORK

Homework is an essential part of the total education of the student when it provides the opportunity for the students to:

- Reinforce learning
- Promote good study habits
- Aid in the mastery of a skill
- Develop self-discipline
- Offer a challenge of further research or study

Teachers, students and parents have a shared responsibility for insuring the success of homework assignments.

See District Policy No. 130 –Homework at www.camphillsd.k12.pa.us

KINDERGARTEN REGISTRATION

Kindergarten registration for the 2025-2026 school year will be held on April 3, 2025, from 8:00 am-3:00 pm. at Hoover Elementary School. Parents of students who will be registering to attend Camp Hill School District in August of 2025 should visit our website or call Hoover Elementary (717-901-2550, ext. 1213) in February for information. Proof of immunization, residency and age are required.

LOCKERS

Each sixth through twelfth grade student will be assigned a locker at the beginning of the school year. All student lockers are the property of the school district. Each student who receives an assigned locker is responsible for its proper care and maintenance. As school property, lockers are subject to inspection or search by school officials at any time, and students should not expect privacy regarding items placed in their lockers. It is essential that students keep their lockers locked and not give other students access to their lockers. The school does not assume responsibility for the loss or theft of personal items stored in lockers.

See District Policy No. 226 – Searches at www.camphillsd.k12.pa.us

LUNCH PROGRAM

Lunch payments:

Students at all levels are encouraged to utilize our point of sale (prepayment) system. There are 2 ways to deposit funds into a student's prepayment account. Payments may be made with a major credit or debit card using SchoolCafe. In order to use the online prepayment service, there is a convenience fee of \$2.25 per deposit (including multiple student accounts). SchoolCafe provides you the ability to view account balances, view menus, apply for the Free and Reduced lunch program, and set up automatic payments, low balance alerts and purchasing restrictions

To access these services:

1. Go to the district website at www.camphillsd.k12.pa.us.
2. Click on Food Services under the Departments tab.
3. Click on the SchoolCafe link. From this site you will register and add your student(s).
4. If new to the site, register and add your student(s).

Deposits to student accounts may also be made by sending cash or a check made payable to “CHSD – cafeteria fund” with the **student's name and grade noted in the memo section**. Payments may be delivered directly to the Business Office or to a school secretary. **Please note it may take several days for money to appear in the student's account.** If you prefer, cash can be used at time of purchase.

Elementary Lunch Program:

The elementary cafeterias offer multiple entrees daily including both hot and cold options. Students may purchase a Meal Deal for \$3.25 which consists of one entrée, one milk choice and up to two fruit and/or vegetable options. If any of those three components are not chosen by the student, it will not be considered a Meal Deal and items will be charged as a la carte. Students may buy additional entrees for \$2.25 each and milk for \$.75 each. Menus may be accessed through the school district website. All students access their account for lunch at the time of purchase.

Middle/High School Lunch Program:

The Middle/High School cafeteria offers multiple entrees daily including both hot and cold options. Students may purchase a Meal Deal for \$3.25 which consists of one entrée, one milk choice and up to two fruit and/or vegetable options. If any of those three components are not chosen by the student, it will not be considered a Meal Deal and items will be charged as a la carte. The Middle/High School cafeteria also offers an a la carte program including a variety of items ranging in price from \$.50 - \$2.00. All students must either access their account or pay cash at the time of purchase. All transactions will require the use of a student pin number. Menus may be accessed through the school district website.

Free & Reduced Lunch Program:

Families can apply for Free and Reduced lunches either online via SchoolCafe or by filling out a paper application. Paper applications and instructions will be handed out to students at the beginning of the school year and are available on the school district website under the Food Service Department tab.

Notification of approval and all monitoring is done by the Business Office and is strictly confidential. Our cashier system assures anonymity of the students who are receiving free and reduced lunches. Eligible students will be provided with one full lunch per day free of charge or at a reduced rate. A full lunch “Meal Deal” consists of one entrée, one milk choice and up to two fruit and/or vegetable options. **Additional lunch items may be purchased at regular price.**

An application must be completed and approved each school year. If a student was approved as eligible in the previous school year, that student will remain approved for the first 30 days of the new school year to allow parents time to process applications without a lapse in student benefit. If a new application is not submitted and approved by the deadline, the student will no longer be entitled to free or reduced lunches until a new application is submitted and approved.

Please note that your child must take **a minimum of three components** for the meal to qualify as a Free and Reduced lunch; one entrée, one milk choice and up to two fruit and/or vegetable options. **Your student cannot be told by staff to take an item; this direction must come from the parent.** Failure to take the necessary components makes the meal ineligible by Federal guidelines and the parent will be responsible for meal payment. Please feel free to contact the Food Service Director at 717-901-2400 with any questions.

Applications may be submitted at any time during the school year. They are available at the Business Office, on the School District website (www.camphillsd.k12.pa.us) under the Food Services tab, and via SchoolCafe. If you are receiving SNAP, TANF Cash Assistance for your student, or your student is a foster child, your student is eligible for free meals. Please contact the Business Office at 717-901-2400 for information. In the event a school building is transitioned to remote learning, details of the lunch program will be distributed via the Blackboard System.

PARENT PORTALS

STUDENT INFORMATION SYSTEM (SIS) PARENT PORTAL

For parents of students in grades 6-12 the SIS portal makes it easy to view current academic information, allowing access to grades, assignments, school calendar and schedules.

For parents of students in grades K-5 the SIS portal is where you will find your students' classroom assignment.

For all parents, K-12, you can update your user name and password, phone numbers, email address, emergency contacts, and health questionnaire data through the SIS portal. Any change of address must be made through the Registrar. Please contact (717) 901-2400 ext. 5939. For all grades, K-12, the Annual Health questionnaire is to be completed through the SIS portal. Upon your initial log-in for this school year,

you will be prompted to verify current contact information regarding your student and to complete the Annual Health Questionnaire, prior to gaining access to academic information. **Important:** In order for your child to receive any of the approved over-the-counter medications at school, you must complete the Annual Health Questionnaire.

We have prepared a Guide to Your SIS Parent Portal to help you navigate this site. Please go to our website and click on the Parent Portals tab for more information.

BLACKBOARD ALERT PORTAL

The Camp Hill School District uses the mass notification system BLACKBOARD ALERT to send two types of messages, emergency and outreach. You will be able to manage your message delivery options from your computer, choosing how you would like to have messages delivered; via phone, email, or text, and keep your Blackboard Alert contact information updated.

Instructions on creating and customizing your Blackboard Alert account may be found on our website under Parent Portals tab.

Important: If you change demographic information in Blackboard, please be sure to update that information in the SIS Parent Portal as well. The SIS is the student management system for the district and is not connected to Blackboard.

SCHOOLGY PORTAL

Teachers use Schoology to post their classroom materials online; provide a safe forum for students to discuss their ideas and collaborate on projects; and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected. Parent/Guardian accounts are automatically set up using the same email that is on file for the parent/guardian SIS Parent Portal account. Additionally, building principals use Schoology as the primary method of communication with families.

PARENT RIGHT-TO-KNOW NOTIFICATION

Schools receiving Title I, Part A funds must notify parents at the beginning of each school year of their right to request information regarding the professional qualifications of their child's teacher and/or paraprofessional. Parents are entitled to have access, upon request, to the following information:

- Whether the teacher has met State qualifications for licensure in the grade levels and subject areas in which they teach
- The level of State teacher certification-Emergency, Instructional I, Instructional II, etc., held by the teacher
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree
- Qualifications of the paraprofessional working with their child

Parent-right-to-know requirements also state that a school district must provide timely notification to parents when their child has been instructed by a teacher who is not highly-qualified for more than four (4) consecutive weeks. Additionally, parents must be given information regarding the level of achievement their child has attained on the PSSA. All parent right-to-know notifications must be in a format that is easily understandable to parents, and if practicable in a language that parents can understand.

PARENT-TEACHER GROUPS

The Parent-Teacher Organizations in each school have regular meetings scheduled. You are invited to attend all of these meetings. The PTO groups have just one major interest – YOUR CHILDREN. The general purpose of the parent-teacher groups is to bring parents and teachers into a close working relationship, so that both will understand the challenges in education.

All parents are urged to become PTO members, support all PTO projects, and attend meetings regularly.

The current organizations are the following:

Camp Hill Elementary PTO, Inc.

Camp Hill Middle School/High School Association (MSHSA)

PEST MANAGEMENT PROCEDURE

The Camp Hill School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to prevent 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 cleaning and maintenance. We routinely 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 possible. Applications will be made only when authorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to the application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, 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-contained baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry. If you have any questions, please contact 717-901-2400.

PUBLICITY RELEASE INFORMATION

All students should have a Use of Photographs/Artwork form on file with the district or permissions recorded in the Student Information System to indicate whether or not their photo, comments, artwork, etc. may be used by the district in publications, social media, school websites, and district communications. The permissions indicated will remain in effect throughout the student's education unless otherwise notified. Individual, color photographs are taken of the students annually, which will appear in the yearbook. There is no obligation to purchase these photographs.

REPORTING STUDENT PROGRESS

Grade Reports for students in grades K-5 are issued quarterly and sent home with students.

Final report cards for students in grades K-5 are mailed to the parent/guardian.

Mid-marking period progress reports for students in grades K-5 are issued midway through each of the quarterly periods and are sent home with students.

Grade Reports for students in grades 6-12 are posted quarterly via the SIS parent portal. Middle school students will also receive a hard copy of their quarterly report cards to take home.

Mid-marking period progress reports for students in grades 6-12 are posted midway through each of the quarterly periods via the SIS parent portal.

Parents/guardians may request a hard copy of the report by calling the school office.

See District Policy No. 212 - Reporting Student Progress at www.camphillsd.k12.pa.us

SAFETY DRILLS

Threat Assessment Protocol

Per Act 18 of 2019, and Act 55 of 2022, the District has established a Threat Assessment Team comprised of school administrators, mental health professionals, special education teachers, the CHSD Safety & Security Coordinator and the School Resource Officer. This team is designed to assess and intervene with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities and the community. This team coordinates with law enforcement and outside services, when necessary, to ensure a safe outcome for all stakeholders. Team members are all trained in the utilization of Comprehensive Threat Assessment Guidelines derived from the University of Virginia's Youth Violence Project.

A threat assessment process has been developed for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others. Threats are concerning communications or behaviors that suggest a person may intend to harm themselves or someone else. These may be expressed or communicated behaviorally, orally, visually, in writing, electronically or through any other means. Threats can be either direct (directed toward a target) or indirect (communicated through a third party). Threats can also be deduced through an individual's behavior.

Threats should be reported immediately to the building administrator when school is in session. When school is not in session, we encourage the use of the Safe2Say Platform accessed online at www.safe2saypa.org, the downloadable app or at 1-844-SAF2SAY. If the threat is perceived to be imminent, call 911.

SECURITY PROCEDURES

Security and personal safety of our students and staff are among the primary interests of the district. To protect these interests and at the same time have the schools accessible to parents and other citizens, these procedures shall be followed:

1. During morning entrance, MS/HS students are required to enter the building through the Auditorium entrance, rear parking lot doors, or through the Gymnasium entrance. All other access to school buildings is through the main entrance only. Students leaving the building at any time during the school day must use the main school entrance.

For lunch dismissal, MS students must exit the building through the cafeteria doors. HS students are permitted to exit the building through the gymnasium or cafeteria doors. All other doors are off limits.

Consequences for non-compliance are as follows:

1st offense: loss of open lunch and/or open campus for 5 days.

2nd offense: loss of open lunch and/or open campus for 20 days.

3rd offense: loss of open lunch and/or open campus for the remainder of the school year.

2. Persons, other than employees, entering any school building at any time the school is in session, must report to the office. Visitors will sign in and receive a badge from the office to be worn during the visit. Upon completion of the visit, visitors must return the badge to the office and sign out.

VISITOR MANAGEMENT SYSTEM

Each school in the District has installed a visitor management program called School Gate Guardian. All visitors must present a valid state-issued photo identification upon entering a school. The ID will be scanned and checked against the national sexual offender database. Visitors who are cleared will receive a printed ID badge that includes their photo and name. The badge is self-expiring and cannot be reused. The system does recognize return visitors once a state-issued photo ID has been scanned. The process to scan an ID, run the check and print a badge takes about 30 seconds to complete. For more information see www.camphillsd.k12.pa.us/Page/2921.

STUDENT EXPRESSION

The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. The Board requires that students who wish to distribute materials shall submit them for prior review in accordance with the District policy.

See District Policy No. 220 – Student Expression/Distribution and Posting of Materials at www.camphillsd.k12.pa.us

STUDENT RECORDS

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain a complete set of educational records for each student enrolled in the district for legitimate educational purposes. The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records. The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines.

ANNUAL NOTICE OF RIGHTS UNDER FERPA (Family Educational Rights and Privacy Act)

The annual notice of rights shall inform parents, guardians and/or eligible students of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the written request for access.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to file a complaint concerning alleged failures by the district to comply with the requirements of FERPA.
6. The right to refuse to permit the dissemination of any or all of the categories of directory information.
7. The right to request that information not be provided to military recruiting officers and/or representative of postsecondary institutions without prior written parental consent.

See District Policy No. 216 – Student Records at www.camphillsd.k12.pa.us

STUDENT RIGHTS AND RESPONSIBILITIES

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators; and others who are involved in the educational process and expression of ideas and opinions in a respectful manner.

See District Policy No. 235 – Student Rights and Responsibilities at www.camphillsd.k12.pa.us

SURVEYS

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

See District Policy No. 235.1 – Surveys at www.camphillsd.k12.pa.us

VISITATIONS

Parents/Guardians wishing to visit a school are required to make arrangements in advance with the school office.

See District Policy No. 907 - School Visitors at www.camphillsd.k12.pa.us

VOLUNTEERS

Volunteers are always welcome at Camp Hill Schools. Individuals wishing to volunteer are required to obtain and submit new clearances every 60 months (5 years) to the district administration office. Links and information on how to obtain/renew clearances may be found at www.camphillsd.k12.pa.us/volunteer. Contact the Registrar at (717)901-2400 ext. 5939 with any questions regarding volunteer clearances.

See District Policy No. 916 – Volunteers at www.camphillsd.k12.pa.us

WALKING SAFETY

Students using this mode of transportation shall follow the regulations in place that protect pedestrians and drivers. Please note that crossing the intersection of N. 21st St. and Cumberland Blvd. (Camp Hill Bypass) as a pedestrian is not only dangerous but it is also in **violation of the Pennsylvania Vehicle Code**. There are two underpasses authorized for pedestrian use to cross Cumberland Blvd. There is access from the Appletree Rd./Parkside Rd. neighborhood to Seibert Park which in turn will lead to an underpass that allows pedestrians to safely navigate crossing the roadway. Recommended walking routes are included at the end of this handbook and additional information can be found on our website.

HEALTH SERVICES

One of the responsibilities of the school is the protection and health of each student. For this reason, each building is staffed by a licensed nurse. The building nurse cares for students who are injured, ill or have chronic health problems. School nurses also administer medications, provide individualized health teaching and classroom health education and serve as a resource to community support agencies. The school nurse works with students, parents, teachers, counselors and principals to support academic success for the student.

ANNUAL HEALTH QUESTIONNAIRE

Annual Health Questionnaire is to be completed at the beginning of the school year via the SIS Parent Portal. Please keep the school nurse informed of any pertinent medical conditions or changes in health during the school year. This information is kept on file in the nurse's office in case of emergency. In order for your child to receive any of the approved over-the-counter medications at school you must complete the Annual Health questionnaire.

BODY MASS INDEX (BMI)

All students are weighed and their height measured annually (BMI %). Please notify the school nurse, in writing, if you have any objections to having your child participate in this screening. The results of the screenings will no longer be sent home and will be available for viewing on the SIS parent portal.

CONCUSSIONS

A concussion is a disturbance in the function of the brain caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Concussions can result in a variety of symptoms such as headaches, nausea, vomiting, balance problems, visual disturbances, hearing problems, drowsiness, irritability, and difficulty remembering or concentrating.

Camp Hill School District understands the seriousness of concussions and their impact on a student's physical and mental health. We have implemented a Concussion Management Team to follow students that have sustained a concussion understanding that physical and cognitive rest is an important part of a student's recovery. The Concussion Management Team consists of Symptom monitors (School Nurses and Athletic trainer) and Academic Monitors (School Counselors). Together the academic monitor and symptom monitor will work with students and families to discuss symptoms and appropriate accommodations for the classroom and athletic field. If you have any questions please feel free to call Dena Higgins, School Nurse at 717-901-2500.

FIRST AID

If a student becomes ill or is injured at school, he/she will be cared for by the teacher or nurse, depending upon the seriousness of the illness or injury. The home will be contacted if the child is not well enough to stay in school. First aid in the school is limited to first treatment only for injuries that occur at school (Note: injuries that occur in the home are the responsibility of the parents and may not be treated by school personnel). The school nurse, teacher, athletic coach, and other school personnel may not diagnose or prescribe medication. Transportation of ill or injured students is the responsibility of the parents except in extreme emergency. Any ambulance services will be at the expense of the parents.

HEALTH RECORD

A complete Health Record is kept up-to-date for students. Special information concerning the student's physical condition should be given to the school by the family physician in the best interest of the child. All records are confidential and are only used for professional reasons as they concern the individual student. Please keep the school informed of changes in your child's health during the school year. If your child develops an allergy, or if your doctor finds some health problems that may require special recognition, please notify the school nurse or school office.

ILLNESS/COMMUNICABLE/INFECTIOUS DISEASES

The school nurse follows the guidelines set forth by the Pennsylvania Department of Health and may exclude a child from school if they suspect they are suffering from a communicable or an infectious disease. The child shall remain at home until the school nurse receives written consent from a doctor stating the child is cleared to return to school. Any child with a temperature of 100.4 or greater shall be excluded from attending school. Students should not return to school until fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin. In addition, students with stomach upset should remain at home until free of vomiting/diarrhea for a period of 24 hours before returning to school.

IMMUNIZATION AND COMMUNICABLE DISEASES

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.

See District Policy No. 203 – Immunizations and Communicable Diseases at www.camphillsd.k12.pa.us

IMMUNIZATION REQUIREMENTS

Pennsylvania School Health Laws require the following for attendance in all grades: Written proof of immunization or immunity to the following diseases as a condition of attendance at school:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B

- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable DT or Td

**A 4th dose not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

Children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Children attending 12th grade need the following:

- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

Children must meet the above requirements or have a plan in place to complete these vaccines or risk exclusion from school. A child may obtain medical, religious, or philosophical exemption from meeting the requirements. Parents may view and print their student immunization record on file via the SIS Parent Portal.

MEDICATION AND MEDICINES

In compliance with the state-mandated guidelines for medication, the following policy has been developed. All medications that are to be given at school (both prescription and over the counter) must be accompanied by the completed physician's form indicating:

1. Date
2. Student's name
3. A statement requesting and authorizing the administration of the medication which includes the name of the medication, dosage, and the time interval.
4. Prescribing doctor's name.
5. Medication, dosage, how administered, time schedule and length of the time to be administered in school.
6. Possible side effects and contraindication.
7. Any curtailment of school activity.
8. Listing of any other medications taken by student.
9. Physician's signature and phone number.
10. Parent's signature and date.

Medication must be sent in the original container, properly labeled by the pharmacist or physician. Acetaminophen, ibuprofen, antacids, hydrocortisone cream and Bacitracin ointment may be administered through a standing order from the school physician and parental permission obtained from the Annual Health Questionnaire via the SIS Parent Portal. The medication policy, physician order form, and immunization requirements can be found on the school district's web page under the nurse's link.

See District Policy No. 210 – Medications at www.camphillsd.k12.pa.us

PENNSYLVANIA STATE REQUIREMENTS

- Physical examination by a physician for students entering school for the first time (kindergarten) and students entering the sixth and eleventh grades.
- Dental examination by a dentist for students entering school for the first time (kindergarten) and for students entering third and seventh grades.

Families are encouraged to have their own family doctors and dentists perform these examinations within one year before the opening of school. The school does arrange for school examinations once each year for children who do not have a doctor or a dentist. Parents may view the status of their physical and dental examinations via the SIS Parent Portal.

POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS

The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and board policy.

See District Policy 210.1- Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors and District Policy No. 210- Medications at www.camphillsd.k12.pa.us

SCOLIOSIS SCREENING

Pennsylvania School Health Law requires that screening for scoliosis be performed on all students in Grades 6 and 7. This requirement can be completed for Grade 6 students during their 6th grade physical exam. The school nurse will screen students in Grade 7. The purpose of the screening program is to detect possible curvature of the spine. If the condition is detected early and appropriately treated, progressive spinal problems may be prevented. If you have any objections to having your child participate in this screening program, please notify the school nurse in writing. If your student has a suspected curvature, you will be notified and asked to take your child to your physician for further evaluation.

VISION AND HEARING TESTS

An annual vision test is administered in all grades. Hearing tests are given in grades K, 1, 2, 3, 7 and 11. Parents may view their student annual screening results in the SIS Parent Portal.

STUDENT SERVICES

ALTERNATIVE INSTRUCTION COURSES

The Board may grant credit toward high school graduation for course work successfully completed through approved summer school, correspondence courses, distance education, online courses and dual enrollment in accordance with district policy.

See District Policy No. 124 – Credit Recovery and Alternative Courses at www.camphillsd.k12.pa.us

CAREER AND TECHNICAL CENTER

Career and Technical education is an exciting possibility for many of our students. Through the resources of Cumberland-Perry Career and Technical Center, tenth through twelfth grade students are offered a wide range of career and technology educational programs. The high school guidance office arranges a tour of the technical school each fall for ninth graders to aid them in their choice. More information is available from school counselors.

DUAL ENROLLMENT/ADVANCED COLLEGE PLACEMENT

High School students have the opportunity to enroll in college level courses and other courses outside the district in order to meet their academic needs. More information is available through the guidance department.

See District Policy No. 241 – College in the High School/Dual Enrollment/Advanced College Placement at www.camphillsd.k12.pa.us

EXTRACURRICULAR ACTIVITIES

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship. A wide variety of extracurricular activities are available to district students. Thirteen interscholastic sports are offered on the senior high school level and five in the junior high school. Opportunities exist for students in vocal, instrumental and dramatic groups.

See District Policy No. 122 – Extracurricular Activities at www.camphillsd.k12.pa.us

GIFTED EDUCATION SERVICES

The Camp Hill School District offers gifted education services to district students in accordance with PA regulations found in 22 Pa. Code Chapter 16. These regulations specify that students may be eligible for gifted services if they have an Intelligence Quotient (IQ) of 130 or above on a standardized individual intelligence test and/or meet multiple criteria that indicate superior creativity/achievement as outlined in the PA State Chapter 16 regulations. Yearly, the district screens students for gifted services through classroom assessments, the PSSA test results and teacher observations.

If the screening information indicates high academic ability, permission for the district's school psychologist to administer an individual IQ test and individual standardized achievement tests is requested. Parents/guardians participate in a team meeting to discuss the results of this testing and to make decisions about their child's educational program, and a gifted individual education plan (GIEP) is written if appropriate.

The Camp Hill School District provides a rigorous regular educational program designed to challenge all students to increase their knowledge and their critical thinking skills. At the elementary and middle school levels, teachers differentiate instruction within the regular education program so that gifted students are instructed at their achievement levels. Qualified gifted students may also be accelerated in specific content areas and/or pulled out to participate in enrichment classes. At the high school level, gifted students choose advanced level classes such as Honors and Advanced Placement courses, online courses, and independent studies, which may not require the continuation of the GIEP. At all educational levels, the GIEP is reviewed and updated annually.

If you have questions or would like further information about the gifted process, contact the Director of Student Services/Special Education at 717-901-2400.

See District Policy No. 114 – Gifted Education at www.camphillsd.k12.pa.us

GRADING

Students in grades 6-12 have their grades recorded as a percentage in accordance with this scale:

90-100 Excellent	50-59 Failure
80-89 Good	40-49 Persistent Failure
70-79 Average	0 Failure to make up exam
60-69 Passing	

GRADUATION FROM SENIOR HIGH SCHOOL

A student who completes twelfth grade in the Camp Hill School District shall be eligible to receive a Camp Hill School diploma provided the student has been recommended by the principal and earned a total of 25.1 units of credit in grades 9, 10, 11, and 12 for the class of 2019. For specific area credit requirements please see the High School Course Planning Guide. Beginning with the class of 2020, a proficient score on the Keystone Exam OR projects in Algebra I, Biology and Literature will be added to the graduation requirements.

HONORS CRITERIA (MS/HS)

Students are listed for honors at the end of their respective report periods according to the following:

MS Distinguished Honors: An average of 90% for all subjects with no grade lower than 85%.

HS Distinguished Honors: An unweighted GPA of 93% or better in all subjects. A student may not have a grade of a U for Unsatisfactory or I for Incomplete.

MS Honors: An average of 80% for all subjects with no grade lower than 75%.

HS Honors: An unweighted GPA of 85% for all subjects. A student may not have a grade of U for Unsatisfactory or I for incomplete. Unsatisfactory citizenship recorded on the grade report for MS and HS will eliminate students from either of the honor roll listings.

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

The primary goal of the Language Instruction Educational Program (LIEP) is to provide language acquisition instruction through English speakers to become proficient in English and to meet the State Academic Standards. English learners may be pulled out for small group instruction or supported in the regular classroom environment. The district uses either of the following assessment options for screening potential English learners in grades K-12 include: WIDA Screener, online or paper version kindergarten: K W-APT. Parents of ELs have the option to refuse ELD services; however, ELs will continue to be assessed using ACCESS 2.0. Refusing services only removes the EL from pull-out instruction or supplemental services. If you would like more information about this program, please contact the Director of Student Services/Special Education at 717-901-2400.

See District Policy No. 138 – English as a Second Language/Bilingual Education Program at www.camphillsd.k12.pa.us

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT: SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS

Homelessness is generally defined as lacking a fixed, regular, and adequate nighttime residence. Examples of these conditions include:

- Sharing Housing: Students who share housing with others due to loss of housing, economic reasons, refugee status, domestic violence, etc.
- Temporary Accommodations: Students living in motels, hotels, RVs, parks or camping grounds due to a lack of alternative adequate accommodations.
- Emergency Shelters: Students residing in emergency, transitional, or domestic violence shelters.
- Unconventional Spaces: Students using public or private places not designed for regular sleeping accommodations, such as storage units or vehicles.
- Runaway or Separated Students: Students who are runaway, abandoned, or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason. An unaccompanied youth refers to a minor who is not in the physical custody of a parent/guardian and may be living on their own due to not having access to other safe alternative living arrangements.

The goal of the federal law, McKinney-Vento, is to assure continuity of education despite circumstances that may result in a family experiencing homelessness. Because of this, students experiencing homelessness have specific rights. Students can be immediately enrolled in school, even when lacking paperwork normally required for enrollment. Additional support services can include meals, supplies, transport, connection with district partner resources, and the option to remain in the school the student was attending when they became homeless.

If a student/parent believes they meet any of these conditions, they should immediately contact their school counselor, building principal, or the district homeless liaison Autumn Reely at 717-901-2400 or by email at areely@camphillsd.k12.pa.us to determine identification.

District staff who suspect a student/family meets these definitions should also share this information with the above school personnel.

For more information, please refer to the McKinney-Vento Homeless Assistance Act under the Special Education/Student Services tab on our website.

See District Policy No. 251 – Homeless Students at www.camphillsd.k12.pa.us

MULTI-TIERED SYSTEM OF SUPPORT

Camp Hill School District operates the Multi-tiered System of Supports (MTSS) program for students. The MTSS program provides a process with which to assist the classroom teacher and parents in systematically analyzing a student's academic/behavior difficulties. It attempts to provide appropriate intervention strategies for those students in the regular classroom setting and to screen students for possible additional services. The MTSS process is used with students who are experiencing difficulty and who may benefit from some type of specialized intervention. The MTSS process also provides a mechanism for conducting initial screening and direct interventions which assist in the determination of special education eligibility prior to the referral for a full Multidisciplinary Evaluation (MDE). A student may be referred for a Multidisciplinary Evaluation by the MTSS team at any time during the process if deemed necessary.

PROMOTION AND RETENTION

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

The Superintendent or designee shall develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal with input from the school team and parents shall be assigned the final responsibility for determining the promotion or retention of each student.

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be notified of the possibility of retention of a student well in advance.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

See District Policy No. 215 – Promotion and Retention at www.camphillsd.k12.pa.us

REMEDIAL SERVICES

Camp Hill School District provides remedial reading and math services for students who qualify. For further information, contact the Director of Student Services/Special Education. For information about Parent Right to Know regulations pertaining to Title I elementary reading programs, see page 19.

SCHOOL COUNSELING PROGRAM

Camp Hill School District has a counseling program which exists as an integral part of the total educational program. The counselors serve as members of the educational team in order to assist student's optimal development. Requests for assistance may come from teachers, the principals, and/or parents. Psychological counseling is provided as a related service at no charge to the family if stipulated by the student's Individualized Educational Plan.

SPECIAL SERVICES

Special Education and 504 Plan Services

In compliance with state and federal law, the Camp Hill School District will provide to each protected handicapped student and each special education 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.

The Camp Hill School District offers a full range of services and programs to meet the varied needs of students within the school district. For students who qualify as "protected handicapped students" (under Section 504 of the Rehabilitation Act 1973) the services and protections are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. The district implements procedures to locate, identify, and evaluate all children suspected of needing a 504 Plan or special education programs and services because of a disability under Section 504 of the Rehabilitation Act 1973 or The IDEA (2004) and PA State Chapter 14 regulations. To formally evaluate students, parent permission is required.

For further information on the evaluation procedures and provisions of services, contact the Director of Student Services/Special Education at 717-901-2400.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a systematic intervention process for all K-12 Camp Hill students at-risk. An at-risk student is one who has an emotional, social and/or substance abuse problem which conflicts with the normal learning process. These problems include, but are not limited to the following:

1. Academic and behavioral difficulties
2. Student neglect; physical, psychological, and sexual abuse
3. Student eating disorders
4. Student pregnancy
5. Student depression and other mental health disorders
6. Student truancy and dropout
7. Student substance abuse
8. Attempted suicide

The heart of the Student Assistance Program is the core team, which is a small group of school personnel who are specially trained to work with at-risk students.

The team is typically composed of a central office administrator, a building administrator, a counselor, a school nurse, and several teachers. In addition, a representative from community mental health and drug and alcohol agencies serve as members of the secondary core team.

This team is not a disciplinary team nor does it provide therapy, but it will refer students to appropriate sources of help. The most basic of the principal activities of the Student Assistance Team (core team) are as follows:

1. To receive referrals concerning at-risk students
2. To conduct needs assessments for referred students
3. To arrange assistance from intervention resources in the school and the community.

The Student Assistance Team will receive referrals from school personnel, parents and students.

A written referral, by a student him/herself, may be placed in the Student Assistance Program referral boxes located in the library and nurse's office. A referral may also be made by directly contacting a core team member or a school counselor. After receiving a referral, team members will gather factual, school-based information about the student. Team members will also talk with the student. From the information received, the team will develop recommendations or, in some instances, require specific intervention treatment.

The Student Assistance Team is committed to the utmost confidentiality in all aspects of the intervention process. Matters brought before the team members will not be shared outside the team, unless there is a professional/parental need to know. However, as school personnel, the team members are obligated to report to the proper authorities cases of child abuse and neglect (as defined by the Pennsylvania Child Protective Services Law) and situations where a student may deliberately harm him/herself or others. For additional information, contact the school guidance counselor.

See District Policy No. 236 – Student Assistance Program at www.camphillsd.k12.pa.us

STUDENT SCHEDULE CHANGES

Schedule changes are permitted from the time a student submits the course selection form in February until the date in September that is noted on the first page of the Course Planning Guide. After that date all requests to drop a class must be submitted to the counselor through a parental request letter and approved by the principal. The principal will determine if the course will be taken off the student's transcript or be recorded as a withdraw on the academic record.

TECHNOLOGY

Until a teacher determines otherwise, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, band rooms, and chorus rooms.

The Superintendent is granted the authority to define and designate other instructional areas subject to the above provision by regulation(s), rules, and/or procedures consistent with the Delegation of Responsibility section of this policy.

The district shall have the right to restrict Electronic Communication Devices during school evacuations as necessary, for the safety and security of all individuals.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by non-owners, the owners of the Personal Electronic Communication Devices are jointly responsible with the non-owner for the misuse and/or violation of district policy, regulations, rules, or procedures.

Electronic Communication Devices may not be used to invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

For more information, see District Policy 237 – Electronic Communication Devices at www.camphillsd.k12.pa.us

CHROMEBOOKS

All students grades K-12 will be issued a district owned Chromebook. Students are expected to bring their Chromebook fully charged with them every school day, unless they receive specific instructions from their classroom teacher or building principal.

Chromebook Care

Chromebooks should be transported to and from school in the district provided Chromebook case. Prior to cleaning the device, always turn off and unplug the Chromebook first. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to the Chromebook.

ELECTRONIC COMMUNICATION DEVICES

The Board permits Silent Use of Electronic Communication Devices, including Personal Electronic Communication Devices, by district students during the school day in district buildings, on district property, and while students are attending district-sponsored activities during regular school hours when they are in compliance with this policy, other district policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the district.

Building level administrators, in consultation with the Superintendent and in compliance with this policy, other district policies, regulations, rules, and procedures, are authorized to determine the extent of the use of Electronic Communication Devices, including Personal Electronic Communication Devices, within their schools, on the school's property, and while students are attending that school's sponsored activities during regular school hours. For example, use of Electronic Communication Devices, including Personal Electronic Communication Devices, at the elementary grade level may be different than that at the middle school, and/or high school grade levels.

TECHNOLOGY/INTERNET USE POLICY

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs and shall provide access to technology to be used by students and staff for educational-related purposes and for performance of school district job duties. For educational purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The network may not be used for commercial or business purposes (offering of goods or services).

Access to the school district's Computer Information Systems (CIS) through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the school district, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The district will cooperate to the extent legally required with the internet service provider, local, state and federal officials in any investigation concerning or related to the misuse of the CIS.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access, by interception, the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their uses of the district's CIS. The district reserves the right to monitor, track, log and access CIS use and to monitor and allocate files server space.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

The district shall make every effort to ensure that this resource is used responsibly by students and staff. Students and staff are expected to respect all applicable laws, as well as observe and respect district rules.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The building administrator shall have the authority to determine what is inappropriate use.

For more information, see District Policy 815 – Technology/Internet Use at www.camphillsd.k12.pa.us

STAFF E-MAIL ADDRESSES & PHONE EXTENSIONS

Name	E-mail	Phone	Position
	xxx@camphillsd.k12.pa.us		
ADMINISTRATION			
Borrelli, Dan	dborrelli	5963	Assist. to the Superintendent
Czarnecki, Eileen	eczarnecki	1215	Hoover El Principal
Fauser, Sandra	sfauser	2071	Eisenhower El Principal
Ivey, Tonya	tivey	5931	Exec. Asst. to Superintendent
June, Jake	jjune	3975	Athletic Director
Martin, Kerry	kmartin	5945	Dir. of Business and Operations
McNamara, Sherri	smcnamara	3961	MS/HS Assistant Principal
Reely, Autumn	areely	5935	Dir. of Spec Ed/Student Serv
Rhinehart, Amanda	arhinehart	5940	Director of Technology
Russell, Lauren	lrussell	5941	Dir. of Human Resources
Serfass, Dan	dserfass	5985	Superintendent
Snider, Nick	nsnider	3957	MS Principal
Ziegler, Mark	mziegler	3953	HS Principal

ELEMENTARY			
Ackerman, Allison	aackerman	2205	5th Grade
Barr, Jaclyn	jbarr	1219	K-2 Counselor
Beam, Melodie	mbeam	4115	Elem. Band
Borrell, Heather	hborrell	2107	3rd Grade
Bowser, Heather	hbowser	2106	3rd Grade
Budman, Carrie	cbudman	2311	Media Specialist
Cale, Jocelyn	jcale	2105	Special Education
Campbell, Laura	lcampbell	1202	2nd Grade
Casale, Cassandra	ccasale	1115	Special Education
Catalano, Linda	lcatalano	1105	1st Grade
Craig, Terri	tcraig	2075	Eisenhower Nurse
Crump, Sandra	scrump	1006	ESL
DeSanto, Tammy	tdesanto	2216	5th Grade
Dormer, Jeanine	jdormer	1204	2nd Grade
Firster, Krystal	kfirster	1201	Reading Specialist
Gallaher, Alex	agallaher	2213	5th Grade
George, Regina	rgeorge	2202	Speech & Lang
Gottdiner, Brittney	bgottdiner	2210	4th Grade
Guilfoyle, Jennie	jguilfoyle	2309	BS/ST
Hall-Bayesa, Parris	pbayesa	1110	Elementary Music
Hatch, Christine	chatch	2212	4th Grade
High, Meghan	mhigh	1101	Special Education
Jones, Nate	njones	2114	3rd Grade
Jutkus, David	djutkus	2410	H/PE
Kepner, Kyle	kkepner	2207	4th Grade
Klick, Elaine	eklick	2217	5th Grade
Kort, Erin	ekort	1108	Art
Leese, Ann	aleese	1205	2nd Grade
Losh, Adrienne	alosh	1106	1st Grade
Maurer, Rachel	rmaurer	1104	1st Grade
Melenchek, Michelle	mmelenchek	1206	2nd Grade

Name	E-mail	Phone	Position
	xxx@camphillsd.k12.pa.us		
Miller, Dana	djmiller	2101	Special Education Advisor
Mitchell, Sherrie	slmitchell	1203	2nd Grade
Myrick, Heidi	hmyrick	2102	Reading Spec
Pettit, Jamie	jpettit	1217	Hoover Nurse
Preston, Ami	apreston	1001	Kindergarten
Railing, Tawnya	trailing	2109	Special Education
Rea, Kali	krea	1102	1st Grade
Rosenthal, Helen	hrosenthal	1103	1st Grade
Saussaman, Hannah	hsaussaman	2112	3rd Grade
Shaffer, Meghan	mshaffer	1002	Kindergarten
Shartle, Christina	cshartle	2113	3rd Grade
Shull, Kelley	kshull	2115	ESL/Gifted
Smith, Quinn	qsmith	2214	5th Grade
Spinelli, Meghan	mspinelli	2206	4th Grade
Stoner, Meagan	mstoner	2215	3-5 Counselor
Tafoya, Carrie	ctafoya	2209	4th Grade
Whelan, Noah	nwhelan	2110	Special Education
Zangle, Brad	bzangle	2219	Special Education
Zangle, Stacey	szangle	1100	Speech & Lang

MIDDLE SCHOOL			
Ackerman, Crystal	cackerman	3101	English
Barrows, Scott	sbarrows	3124	Math
Bauman, Corrine	cbauman	3105	Language Arts
Benson, Sara	sbenson	3121	Special Education
Bryant, Andrea	abryant	3112	Special Education
Chandra, Diana	dchandra	3977	MS Counselor
Flynn, Nicole	nflynn	3120	English
Forst, Amanda	aforst	3011	6-12 Art Teacher
Gallaher, Chad	cgallaher	3213	Science
Gemmell, Holly	hgemmell	3227	Family/Cons. Science
Hadden, Christi	chadden	3103	Science
Hulsizer, Cory	chulsizer	3109	Social Studies
Jack, Jason	jjack	3106	Math
Jones, Kirsten	kjones	3125	Special Education
Kapp, Lori	lkapp	3114	Reading Spec
Keenen, Ryan	rkeenen	3001	H/PE
Klos, Jennifer	jklos	3241	English/Gifted
Knapp, Aaron	aknapp	3210	Science
Marcus, Kate	kmarcus	3107	Math
Mayle, Valarie	vmayle	3122	Social Studies
Nester, Whitney	wnester	3108	Special Education
Novak, Erik	enovak	3102	Social Studies
Pound, Amber J.	apound	3110	English
Rhykerd, Amy	arhykerd	3100	Special Education



STAFF E-MAIL ADDRESSES & PHONE EXTENSIONS

Name	E-mail	Phone	Position
	xxx@camphillsd.k12.pa.us		
MIDDLE SCHOOL (cont.)			
Seaman, Lori	lseaman	3104	Special Education
Zimmerman, Ashley	azimmerman	3123	Math
HIGH SCHOOL			
Barben, Annabelle	abarben	3226	French
Bonner, Scott	sbonner	3233	Special Education
Brock, Kathy	kbrock	3201	Math
Crane, Tim	tcrane	3221	English
DeCesar, Julia	jdecesar	3204	ESL
Deitch, Dru	ddeitch	3050	Chorus
DeLellis-Johnson, Brenda	bdelellis	3220	English
Diehl, Amy	adiehl	3209	Science
Doi, Jamie	jdoi	3971	HS Counselor
Dunlap, Joel	jdunlap	3222	English
Eckerd-Taylor, Raeleen	reckerd	3967	HS Counselor
Fringer, Kelly	kfringer	3206	Science
Gianelli, Andrew	agianelli	3211	Social Studies
Gibbons, Ted	tgibbons	3200	English
Grim, Caitlin	cgrim	3965	Food Services Mng.

Name	E-mail	Phone	Position
	xxx@camphillsd.k12.pa.us		
Hassinger, Ben	bhassinger	3207	Social Studies
Herb, Gregory	gherb	3003	H/PE/CAOLA
Higgins, Dena	dhiggins	3979	MS/HS Nurse
Holtzman-Smith, Elizabeth	lholtzman	3232	Special Education
Jacoby, Wade	wjacoby	3234	Special Education
Kinney-McHugh, Peggy	pkinney-mchugh	3223	Spanish
Kreider, Travis	tkreider	3224	Latin
Lister, Heather	hlister	3240	Librarian
Mayberry, Margaret	mmayberry	3973	Col/Career Cnslr
McCourt, Lauren	lmccourt	3002	H/PE
Miller, Dawn	dmiller	3225	German
Morela, Troy	tmorela	3135	Tech Ed
Peterson, Jonathan	jpeterson	3205	Science
Poorman, Ashley	apoorman	3013	Distance Learning Coordinator
Raygani, Armon	araygani	3137	Music
Rice, Cristy	crice	2079	Psychologist
Sheaffer, Justin	jsheaffer	3005	Math
Smeltzer, Sue	ssmeltzer	3242	Math
Tubbs, Robbie	rtubbs	3208	Social Studies
Waldner, Kurt	kwaldner	3004	Math
White, Nate	nawhite	3203	English



EVERY DAY IS A GREAT DAY TO HAVE

L I O N

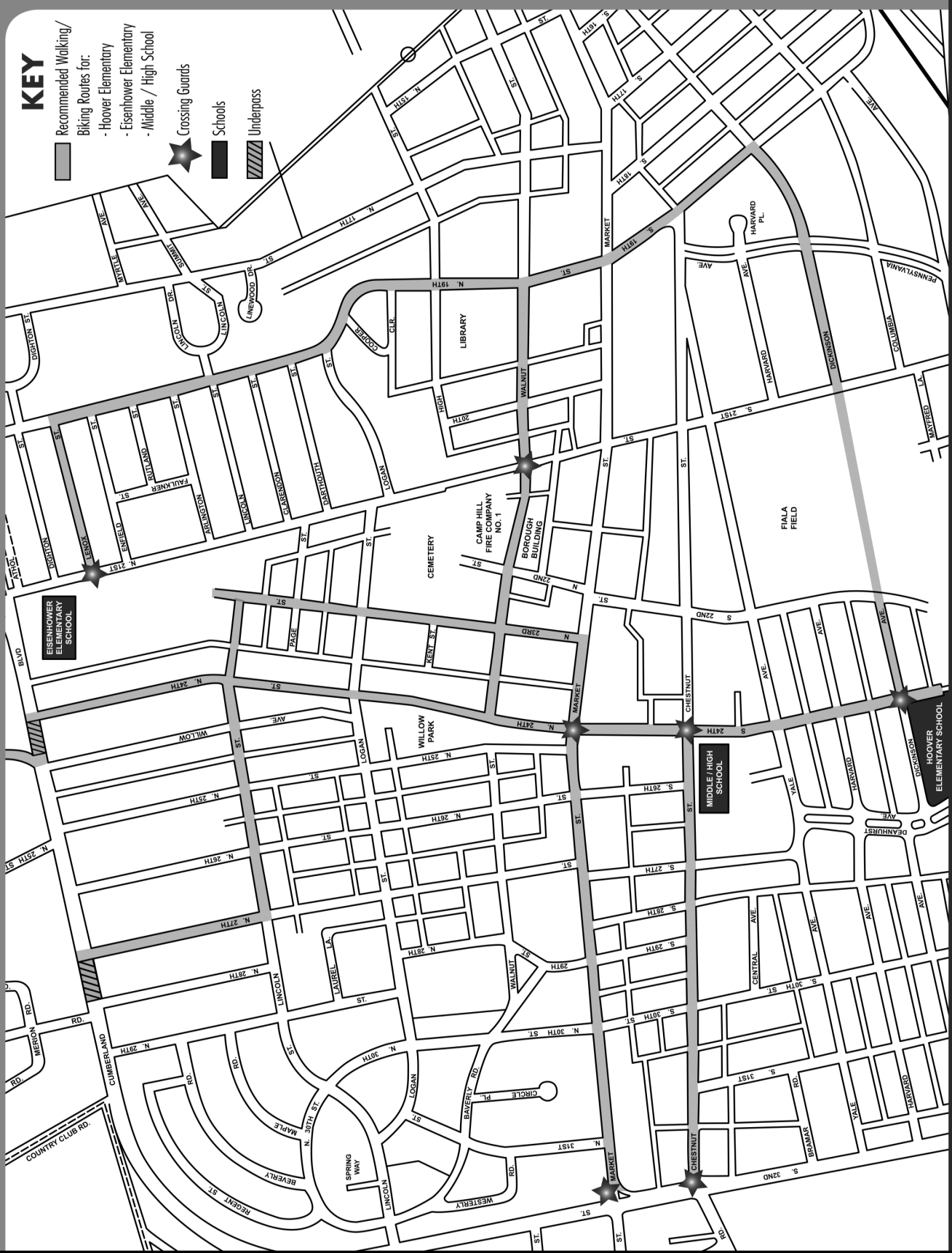
 **P**OSITIVE ATTITUDE

 **R**ESPECT

 **I**NTEGRITY

 **D**IVERSITY

 **E**XCELLENCE



Students are encouraged to walk and bike to school. If transporting to school, parents are encouraged to drop off students along the suggested walking/biking routes thereby alleviating traffic congestion near the schools and promoting physical activity.

Walking Routes